

CORPORATE CREDIT CARD PROCEDURES 2019

Issued by: Chief Financial Officer

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Signature:

Name: Mr Wayne Andrews

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1 Purpose and application

- (1) These procedures state the bases on which University corporate credit cards can be:
 - (a) issued; and
 - (b) used for business expenses.
- (2) These procedures apply to all holders of corporate credit cards and their managers.

2 Commencement

These procedures commence on 26 August 2019.

3 Interpretation

affiliate	has the meaning provided in the Staff and Affiliates Code of Conduct 2021 . This is: means a person appointed or engaged by the University to perform duties or functions on its behalf, including but not limited to: <ul style="list-style-type: none">• an honorary title holder engaged under the Honorary Titles Policy 2013;• a consultant or contractor to the University; and• an office holder in a University entity, a member of any University committee, board or foundation. An affiliate is not an employee of the University.
approved supplier	has the meaning provided in the Procurement Policy 2019 . This is: means a supplier: <ul style="list-style-type: none">• who has been evaluated through an approved procurement process by Procurement Services; and• with whom the University has entered into a formal contract for the provision of specified goods or services.
business expenses	means expenses incurred on the University's behalf for: <ul style="list-style-type: none">• travel;• accommodation;• conferences;• entertainment;• goods; and• services.
Corporate Card Administrator	means the position in Procurement Services responsible for administering corporate credit cards.
corporate credit card	means either of: <ul style="list-style-type: none">• a University credit card used for business expenses; or• a system management card..
delegate	has the meaning provided in the University of Sydney (Delegations of Authority) Rule 2024 . This is: means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate.

internal University purchases	means transactions between University cost centres.
non-cash gift cards	means gift cards that do not allow cash withdrawals.
system management card	means a corporate credit card used by the Corporate Card Administrator to manage transactions with appointed travel management companies
supplier consolidated invoice payments	means categories of expenditure: <ul style="list-style-type: none">• governed by a University supplier arrangement;• where payment is automated to consolidate invoice payments.

4 General principles

- (1) Corporate credit cards can be issued to staff, affiliates and controlled entity representatives.
- (2) Corporate credit cards may only be issued if:
 - (a) there is a demonstrated business need for the card;
 - (b) the person requesting the corporate credit card has a contract of employment for at least 12 months; and
 - (c) with approval of the relevant delegate.
- (3) Corporate credit cards must only be used for University business expenses relating to:
 - (a) travel, accommodation, conferences and entertainment;
 - (b) goods and services less than \$10,000 per transaction (exclusive of GST) where there is no approved supplier in place; and
 - (c) buying non-cash gift cards.
- (4) Cardholders must ensure that funding is available, and relevant grant conditions are met, for each card transaction.
- (5) Cardholders must comply with all relevant University policies and procedures. These include:
 - (a) [Staff and Affiliates Code of Conduct 2021](#);
 - (b) [Procurement Policy 2019](#);
 - (c) [Travel Policy 2018](#),
 - (d) [Travel Procedures 2018](#); and
 - (e) [Reasonable and Non-allowable Expense Procedures 2022](#).
- (6) Cardholders cannot approve their own expenses.
- (7) The most senior manager involved should incur the corporate credit card expense wherever practicable.
- (8) Each corporate credit card is issued in an individual's name. Sharing a card is not permitted.

- (9) Cardholders must provide tax invoices for all transactions. A receipt may be provided instead if:
 - (a) a tax invoice is not available; and
 - (b) the amount involved is \$75 (exclusive of GST) or less.
- (10) Cardholders must complete the online training course provided in [Workday](#) before a corporate credit card is issued to them.

Note: Existing cardholders must also complete the online training course.
- (11) Internal University purchases must be made by journal transfer.

4A Types of corporate credit cards

- (1) There are two types of corporate credit cards issued by the University:
 - (a) credit cards for corporate travel and expenses; and
 - (b) system management cards.
- (2) **Credit cards for travel and expenses** are used for business expenses relating to:
 - (a) travel, accommodation, conferences and entertainment;
 - (b) goods and services less than \$10,000 per transaction (exclusive of GST) where there is no approved supplier in place; and
 - (c) buying non-cash gift cards.
- (3) **System management card** transactions will be reflected in the travel and expense management system.
 - (a) These transactions will refer to the relevant individual traveller.
 - (b) It is the responsibility of that traveller to acquit the transactions.
 - (c) The Chief Procurement Officer will approve the issue of system management cards.

5 Card limits

- (1) The default credit limit is \$10,000.
- (2) The relevant delegate must approve any higher limits.

Note: See the [University of Sydney \(Delegations of Authority\) Rule 2024](#).

 - (a) Cardholders can request a change to their credit limit using the [University of Sydney Services Portal form](#).
- (3) The Corporate Card Administrator will provide Finance Directors with an annual list of all corporate cards with limits over \$20,000.

6 Prohibited uses

- (1) Corporate cards cannot be used for:
 - (a) goods and services included in the UniBuy catalogue;
 - (b) non-allowable expenses listed in the [Reasonable and Non-allowable Expense Procedures 2022](#);



- (c) personal expenses;
- (d) fines or penalties;
- (e) airfares;
- (f) goods and services \$10,000 or over per transaction unless relating to travel or accommodation;
- (g) cash advances and cash refunds;
- (h) payment of a contractor or employee for supply of labour under the [Workforce Engagements and Payments Policy 2016](#);
- (i) travellers' cheques, bank cheques, postal money orders and gift cards that allow cash withdrawals;
- (j) fuel for University-owned motor vehicles;
- (k) supplier consolidated invoice payments, for:
 - (i) Cabcharge;
 - (ii) stationery and office supplies; or
 - (iii) printing services.
- (l) internal University purchases; or
- (m) information technology, audio visual equipment or phones.

7 Applying for a corporate card

- (1) The applicant must complete and submit a corporate card application through the [University Services Portal](#).
- (2) The application must be approved through the [Services Portal](#) by the applicant's line manager and, where required, by the relevant delegate.

Note: See [University of Sydney \(Delegations of Authority\) Rule 2024](#).

- (3) The Corporate Card Administrator will arrange for the bank to issue the corporate card (which will usually take between five and seven working days).

8 Transferring a corporate card

If a cardholder moves to another area of the University and needs to retain the corporate card, the cardholder and relevant line managers must complete and submit a corporate card transfer application through the [University Services Portal](#).

Note: This process eliminates the need to cancel the current card and issue a new card.

9 Acquittals

- (1) Cardholders must acquit all card transactions in the travel and expense management system no later than the 22nd of each month.
- (2) Manager approvals of transactions must be completed by the 25th of each month.
 - (a) If a transaction is not assigned or coded by the end of the month, it will be accrued to the cardholder's default account as a reversal journal. The correct amount must be posted in the next month.



- (b) If a transactions is submitted but not approved by the end of the month, it will be accrued in the account codes as a reversal journal. It must be approved in the next month.
- (3) Cardholders must attach tax invoices or receipts to each transaction in the travel and expense management system.
 - (a) A tax invoice is required for amounts greater than \$75 (exclusive of GST) to enable GST to be claimed.
 - (b) If necessary, cardholders should contact the supplier to obtain a copy of the tax invoice so that there is no additional cost to the University.
 - (c) A receipt or missing receipt affidavit may be attached for amounts of \$75 or less (exclusive of GST).
 - (d) Corporate card transaction dockets are not valid tax invoices for claiming GST.
- (4) If a cardholder does not have, and cannot obtain, a tax invoice or receipt for a transaction below \$500 (exclusive of GST), they must complete a missing receipt affidavit in the travel and expense management system.
 - (a) A missing receipt affidavit cannot be used for accommodation, airfare or car rental. The cardholder must obtain a tax invoice or receipt from the supplier.
 - (b) A missing receipt affidavit cannot be used for any transaction of \$500 or above (exclusive of GST). The cardholder must obtain a tax invoice from the supplier.
- (5) Other relevant supporting documentation should be attached to the expense report in the travel and expense management system. When appropriate, clarifications and explanations should be included in the comment field – for example, tips paid.
- (6) When buying non-cash gift cards, the cardholder must enter the details of each card recipient in the travel and expense management system. These details include:
 - (a) recipient name;
 - (b) employee or non-employee status;
 - (c) purpose, e.g., staff gift, non-staff research; and
 - (d) amount of the gift card.

Note: FBT applies to gifts to staff of \$300 (inclusive of GST) and over.
- (7) Cardholders must identify transactions to which FBT applies, and provide details of the number and identity of employees and business guests in the travel and expense management system.

Note: The system will calculate the FBT liability. See the [Fringe Benefit Tax Guidelines](#).
- (8) Cardholders must reimburse the University for personal expenses.
 - (a) These transactions must be coded as expense type “non-reimbursable / personal expense” in the travel and expense management system.

Note: See [staff intranet frequently asked questions](#) for more information.

10 Disputed transactions

- (1) The cardholder must contact the supplier to verify and resolve any incorrect, duplicate or unidentified transaction.
- (2) If the cardholder cannot verify a transaction, they must mark it as disputed in the travel and expense management system and complete the system dispute form.
Note: The bank has 90 days to resolve a disputed transaction.
- (3) When a dispute is resolved and a refund is received, the cardholder should acquit the transaction in the travel and expense management system.
- (4) If a disputed transaction is substantiated by the bank as having been authorised by the cardholder, the bank will charge a \$5 voucher retrieval fee to the cardholder's account.

11 Cancelling or suspending a corporate card

- (1) The Corporate Card Administrator may:
 - (a) cancel a corporate credit card;
 - (b) reduce a corporate credit card's limit to \$1; or
 - (c) cancel any travel account.
- (2) The Corporate Card Administrator may take any these steps if:
 - (a) the cardholder has not completed the required training;
 - (b) they consider there has been a breach of these or any other relevant University procedures or policy;
 - (c) the cardholder has unacquitted transactions (excluding disputed transactions) over 60 days, without providing justification for the delay;
- (3) The Corporate Card Administrator may cancel access to travel in the travel and expense management system if:
 - (a) fraud, or suspected fraud, has been reported;
 - (b) the card has been inactive for 12 months or more;
 - (c) the card has been lost or stolen;
 - (d) the cardholder has resigned or otherwise left the University; or
 - (e) the cardholder has not provided requested documentation to any of:
 - (i) their manager;
 - (ii) the Corporate Card Administrator; or
 - (iii) Internal Audit.
- (4) The Corporate Card Administrator may cancel a corporate credit card 30 days after it is suspended for non-compliance.
- (5) Outstanding acquittal processes in the travel and expense management system must be completed before cancellation. A cardholder whose corporate credit card has been cancelled by the Corporate Card Administrator cannot apply for a new card for six months after the cancellation.

- (6) A cardholder's line manager must notify the Corporate Card Administrator if:
 - (a) a cardholder resigns or otherwise leaves the University;
 - (b) a cardholder moves to another area of the University; or
 - (c) the card is no longer required.
- (7) After receiving notice the Corporate Card Administrator will:
 - (a) notify the bank to cancel the card; and
 - (b) require the cardholder to stop any automatic payments linked to the card.
- (8) The cardholder must return a cancelled card to their line manager and cancel any automatic payments linked to it.
- (9) The line manager must return the cancelled card to the Corporate Card Administrator for destruction.
- (10) Corporate credit cards related to Internal Audit investigations may be suspended until the investigation is complete.

12 System authorisations

- (1) The University's travel and expense management system must include the following components in its authorisation process.
 - (a) System audit**
 - (i) This process will check and verify all documentation submitted by a cardholder.
 - (ii) The system audit can return the expense transactions to the cardholder. It may request more information or that the transaction is coded as a personal expense.
 - (b) Expense authorisation**
 - (i) The cardholder's line manager is primarily responsible for verifying the reasonableness and appropriateness of a cardholder's expenses.
 - (ii) If the line manager does not have the necessary delegated authority, the system will escalate the transaction to the next level of manager.
 - (iii) If the expenditure is to be charge to a for which another manager is responsible the additional approver must be added by the cardholder or the approver.
 - (iv) Line manager approval is not required for expenses with a total value of \$100 (inclusive of GST) or less.

Note: See the travel and expense management system [approver guidelines](#).

13 Roles and responsibilities

- (1) **Corporate credit cardholders** are responsible for:
 - (a) keeping their corporate credit card safe;
 - (b) immediately notifying the University of lost or stolen cards;
 - (i) Contact the Corporate Card Administrator by phone: (02) 9351 2000 or email: travel.expense@sydney.edu.au.



- (c) acquitting all card transactions in the travel and expense management system;
 - (d) adding relevant additional expense approvers to the travel and expense management system where necessary;
 - (e) returning cards and cancelling automatic payments when required to do so;
 - (f) keeping up to date with relevant policy and procedures; and
 - (g) undertaking all required training.
- (2) **Expense approvers** are responsible for:
- (a) verifying the reasonableness and appropriateness of a cardholder's expenses;
 - (b) escalating approvals where required; and
 - (c) adding relevant additional expense approvers to the travel and expense management system where necessary.
- (3) The **Corporate Card Administrator** is responsible for:
- (a) the overall administration and management of University corporate credit card;
 - (b) processes to:
 - (i) monitor compliance;
 - (ii) analyse behavioural patterns;
 - (iii) follow up outstanding acquittals;
 - (iv) finalise cardholder resignations by cancelling a corporate card; and
 - (v) provide support to cardholders;
 - (c) the management of cardholders, including:
 - (i) cancelling corporate cards and access to the travel and expense management system when appropriate; ;
 - (ii) monitoring and following up transactions with cardholders;
 - (d) overseeing disputed transactions notified to the bank;
 - (e) contacting the bank in relation to applications for new cards, cancellations, increased credit limits, lost or stolen cards and replacement cards;
 - (f) in consultation with the Finance Director, monitoring the continued need for corporate credit cards and the credit limit applying for each card at least annually.
 - (i) An annual report will be provided to the Chief Procurement Officer with details of cards with high monthly credit limits

14 Rescissions and replacements

This document replaces the *Corporate Card Procedures* which commenced on 20 September 2011, which is rescinded as from the date of commencement of this document.

NOTES

Corporate Card Procedures 2019

Date adopted:	12 August 2019
Date amended:	22 June 2020
	5 November 2020
	28 July 2021
	4 July 2023
	18 August 2023 (administrative amendments)
	25 March 2024 (administrative amendments)
Date commenced:	26 August 2019
	23 June 2020
	6 August 2021
	10 July 2023
	18 August 2023
	25 March 2024
Administrator:	Chief Procurement Officer
Review date:	26 August 2024
Rescinded documents:	Corporate Card Procedures, 20 September 2011
Related documents:	
	University of Sydney (Delegations of Authority) Rule 2024
	Procurement Policy 2019
	Staff and Affiliates Code of Conduct 2021
	Travel Policy 2018
	Travel Procedures 2018
	Reasonable and Non-allowable Expense Procedures 2022

AMENDMENT HISTORY

Provision	Amendment	Commencing
1(1)(b)(ii)	Administration amendment for delegation change	23 June 2020
4(8)(a)	Administration amendment for delegation change	23 June 2020
9(2)(a) & (d)	Administration amendment for delegation change	23 June 2020
3	Definition of 'corporate credit card' added. Definition of 'business expenses' and 'corporate card' amended.	5 November 2020
4(1);4(2)	Amended for explanation of use	5 November 2020
4A	New section on types of credit cards added to include system management cards	5 November 2020
8	Note added	5 November 2020
9(2)(a)	Amended	5 November 2020
10(4)	Amended	5 November 2020
11(1)(c)(i); 11(2); 11(3)	Added on cancelling a card	5 November 2020
3	Definition of 'internal University purchases' added	6 August 2021
4(8)(a)	Amended wording	6 August 2021
5(2)(a)	Amended to include a higher default credit limit	6 August 2021
6(1)(e)	Added to prohibit airfare purchases	6 August 2021
6(1)(f)	Amended to exclude airfares as an allowable expense	6 August 2021
9(2)(a)&(b)	Added for tax invoices	6 August 2021
9(2)(c)(ii)	Added specifying limit of \$500 or below for missing receipt affidavit	6 August 2021
9(2)(e)(i)-(iv)	Added on details required for recipients of non-cash gift cards	6 August 2021
9(3)	Amended to include details of employees and business guests	6 August 2021
3	Definition of AUSTRAC and 100 point ID verification removed, definition of corporate card removed, definition of system management card added	10 July 2023

Provision	Amendment	Commencing
4; 4A; 6; 7; 8; 9; 10; 11; 12; 13	Administrative amendments to wording	10 July 2023
5(3)(b)	Deleted	10 July 2023
7(1)	Amended changing to online application form	10 July 2023
7(2)	Amended to include electronic approval step	10 July 2023
7(3)	Deleted clause on 100 point ID verification	10 July 2023
8	Amended changing to online application form	10 July 2023
11(1); 11(2); 13(3)(c)(ii)	Amended removing consultation with Finance Director	10 July 2023
12(1)(b)(iv)	Added	10 July 2023
13(4)	Deleted	10 July 2023
4(10)	Administrative amendment changing CareerPath to Workday	18 August 2023
3; 5(2) note; 7(2) note; related documents	'University of Sydney (Delegations of Authority) Rule 2020' replaced with 'University of Sydney (Delegations of Authority) Rule 2024'	25 March 2024
4(3)(b); 4A(2)(b);6(1)(f)	'goods and services up to \$5,000 per transaction' replaced with 'goods and services less than \$10,000 per transaction'	25 March 2024
5(1)	'default credit limit is \$5,000' replaced with 'default credit limit is \$10,000'	25 March 2024