Corporate Credit Card Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Financial Officer
Responsible Manager – Policy	Executive Director, Procurement Business Services
Review Date	12 April 2027

Section 2 - Purpose

(1) The purpose of this Policy is to establish clear requirements, responsibilities and to define how University Corporate Credit Cards are to be issued, used, approved and acquitted.

Section 3 - Scope

(2) This Policy applies to:

a. All campuses
b. All staff

Section 4 - Key Decisions

Key Decisions	Role
Responsible for approving and cancelling Corporate Credit Card along with any increases or decreases to credit limits.	Finance Division
Review and approve transactions and valid supporting evidence for expenses on a monthly basis.	Line Manager with appropriate Financial delegation authority
Determine whether purchases made were not for business needs and request that the cardholder reimburse the University.	Executive Director, Procurement Business Services

Section 5 - Policy Statement

(3) The University requires all Corporate Credit Cards to be used appropriately and in accordance with the University's Policies and Procedures.

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Section 6 - Procedures

Part A - Eligibility for holding a Corporate Credit Card

(4) Eligible University staff may request a Corporate Credit Card to use for University business if they:

a. travel on University Business;
b. have a regular or immediate requirement to purchase low value, low risk goods on behalf of the University; and/or
c. have approval from their line manager with the appropriate Financial Delegation authority.

(5) The following staff classifications, paid by the La Trobe University HR payroll, may request and hold a Corporate Credit Card:

a. Permanent
b. Fixed Term
c. Outside Studies Program (“OSP”) (on approval of the Head of Division or equivalent)
d. Chief Investigators (“CI”)
e. Casuals (only in special circumstances and on approval of the Head of Division or equivalent)

(6) The following staff classifications, not paid by the La Trobe University HR payroll, may qualify to hold a Corporate Credit Card and must have pre-approval from the relevant Dean/Head of School or equivalent:

a. Honorary
b. Emeritus
c. Adjunct
d. Conagoth
e. Outside Studies Program (“OSP”)
f. Chief Investigators (CI) if the CI owns the grant

(7) A University employee must have the approval from their line manager (with appropriate Financial Delegated authority) to request a Corporate Credit Card.

(8) To request a Corporate Credit Card, a University employee must:

a. seek approval from the appropriate line manager with Financial Delegation authority, to hold a Corporate Credit Card;
b. complete the on-line application form. All new card requests will need approval by your relevant Authoriser/Manager with the appropriate financial delegation as set out in the Financial Delegation Band levels document. In addition, from 1 April 2024 Finance will send your request to the relevant Senior Executive Group (SEG) member for final approval;
c. read the Corporate Credit Card Policy and Corporate Credit Card Guidelines on the intranet before collecting your card;
d. on collection of the Corporate Credit Card, the Cardholder will be required to sign a declaration stating that they understand and will comply with the Corporate Credit Card Policy and Guidelines.

(9) Finance have the final responsibility of approving the Corporate Credit Card request.

Part B - Gift Cards

(10) Gift cards cannot be purchased on a University corporate card and should only be purchased centrally through the Ask Finance Purchase Request form.

(11) For information regarding suitable use of gift cards, instances where their use is deemed inappropriate, and instructions on the ordering process, refer to AskFinance Knowledge Base article KB0021750 – Purchasing Gift Cards.

(12) The School or Department requesting the Gift cards, must keep detailed records of the reason and requirement for the cards, who the cards are given to, the dates the cards were given and must be able to provide this information upon request.

Part C - Transaction Security and Financial Limits

(13) Financial Limits are set by the University and are detailed in the Corporate Credit Card Guidelines.

(14) It is the responsibility of the Cardholder to:

a. Ensure the Corporate Credit Card is at all times used for official University expenditure which is directly related to the requirements of the position/role within the University.
b. The expenditure must be legitimate, reasonable and in accordance with the Corporate Credit Card Policy and Guidelines.
c. Ensure transactions and monthly financial limits are not exceeded.
d. Ensure transactions are coded and reports submitted for approval through the University's expense management system within two weeks after incurring the expense.
e. Operate the Corporate Credit Card within the financial limits.

(15) Any fraudulent activity or lost or stolen cards identified by the Cardholder must be immediately reported to the Bank and the Corporate Credit Card Administrator. The Cardholder must also notify their Line Manager.

(16) Corporate Credit Card usage guidelines and thresholds can be found in the Corporate Credit Card Guidelines on the Strategic Sourcing & Procurement intranet page.

Part D - Variations to a Corporate Credit Card Transaction Limit in accordance with Corporate Credit Card Guidelines

(17) A cardholder is required to seek approval from their line manager (with appropriate Financial Delegation authority) to increase the limit of their Corporate Credit Card and complete the on-line Credit/Transaction Limit Adjustment form. Finance may assess the increase as a temporary increase and if it is not an ongoing requirement, may reduce the limit of the corporate credit card.

(18) Once approved by Finance and processed by the Bank, the cardholder will receive a notification of their new transaction limit.

(19) Finance have the final responsibility of approving the increased limit of a user's Corporate Credit Card.

Part E - Allowable and Non-Allowable Transactions

Allowable

(20) For an immediate business purchasing requirement, the expense must be low risk and low value. Permittable business expenditure includes:

a. conference registration fees
b. travel expenses including meals, taxis, parking fees, ubers and incidental expenses
c. emergency business related items that cannot be purchased from a contracted supplier
d. low value, incidental or one-off purchases (less than $2,000)
e. subscriptions and membership fees

(21) Existing contracted suppliers should always be used where possible.

Non-Allowable Transactions

(22) Chemicals:

a. Must not be purchased on corporate card. Chemicals should be ordered via a Purchase Order request to ensure appropriate approvals and risk controls are in place.
b. A Safety Data Sheet (SDS) must be supplied and available prior to first use of any chemical. A current and compliant Chemical Risk Assessment should be completed and readily available to all users. Many departments have their own risk assessment processes which must be followed.

(23) Personal items (ie not directly related to business needs) should not be purchased on a Corporate Credit Card. If an item is deemed personal by Finance or the Executive Director, Procurement Business Services, the individual will be required to refund the expense to the University immediately.

(24) Assets cannot be purchased on Corporate Credit Card.

(25) Cash advances are not permitted on a Corporate Credit Card.

(26) When travelling on university business, under no circumstances are costs associated with accompanying family members or other personal purchases to be charged to a University Corporate Credit Card.

(27) Flights and accommodation can only be purchased on Corporate Credit Card via the University booking tool.

(28) Staff are not permitted to purchase flights directly with airlines through agencies or online booking tools.

(29) Staff are not permitted to book and pay for hotels directly or through online booking websites.

(30) In exceptional cases where it is impractical to use the University booking tool, the use of a corporate card is permissible, but prior approval from the Travel Office is mandatory. Contact the Travel Office at travel@latrobe.edu.au to seek approval.

(31) AirBnb (or other similar short term rental platforms) must be booked through the individual's AirBnB (or other short term rental platform) account and paid directly on Corporate Credit Card. It is mandatory that a pre-trip request is submitted in Travel Hub for approval – noting the address of the AirBnB accommodation in the request.

Gifts

(32) Any purchases associated with gifts or gratuities on a Corporate Credit Card must be pre-approved by the line manager with the correct Financial Delegation authority.

(33) Gifts of a personal nature (ie not directly related to business needs) should not be purchased on a Corporate Credit Card. If an item is deemed personal by Finance or the Executive Director, Procurement Business Services, the individual will be required to refund the expense to the University immediately.

Entertainment and Travel

(34) All entertainment must comply with the Financial Management Procedure - Taxation. Any FBT amount calculated on such spend will be charged to the same WBS/Cost Centre as the underlying cost.

(35) All travel related expenses must comply with the procedures detailed in the Travel Management Policy and the Travel Guidelines for Staff.

(36) Meal entertainment which is subject to FBT must be paid for by the University Corporate Credit Card of the most senior staff member present and coding in the University's Expense Management software tool must list all names of the recipients.

Part F - Approvals and Acquittals

(37) It is the Cardholder's responsibility to acquit the credit card expenditure through the University's Expense Management software tool and provide and attach the supporting invoice for every expense, regardless of the amount. Acquittals are to be carried out no later than two weeks after the expenditure has been incurred as set out in the Corporate Credit Card Guidelines.

(38) It is the Line Manager's (with appropriate Financial Delegation authority) responsibility to review and approve staff Corporate Credit Card transactions and valid supporting evidence for every expense, regardless of the amount on a monthly basis. Appropriate cautionary or disciplinary action will be taken in the event that staff card transactions are not relevant to University Business. The University will recover the transaction value from the staff member concerned.

(39) Cardholders and Line Managers receive monthly reports outstanding. If, after 6 months of reminders to code and approve from Finance (and providing the cardholder isn't overseas at the time), where credit card expenditure has not been coded by the cardholder nor approved by the Line Manager with appropriate Financial Delegation authority, Finance will reduce the credit card limit to zero.

(40) In order to avoid any issues with your Corporate Card when travelling overseas please ensure you notify Westpac of any upcoming travel on Tel: 1300 650 107.

Part G - Missing Receipts

(41) If a receipt has been misplaced or no receipt was given at the time of spend, a Business Expense Verification Form will be required to accompany the acquittal. Expenses incurred without substantiation may result in the cost of the claim being recouped from the staff member.

Part H - Lost, Stolen or Damaged Corporate Credit Cards

(42) The Cardholder is required to immediately report a lost, stolen or damaged Corporate Credit Card to the Westpac Bank on 1300 650 107 and to the Corporate Credit Card Administrator.

(43) Damaged Corporate Credit Cards are to be returned to the Corporate Credit Card Administrator for replacement.

Part I - Fraudulent and Disputed Corporate Credit Card Transactions

Fraudulent Transactions

(44) Cardholders are required to immediately contact Westpac Bank on 1300 650 107 if any fraudulent transactions are detected and the phone service will lodge a dispute on the cardholder's behalf. This is important to prevent future fraudulent transactions.

(45) Users should refer to the Corporate Credit Card Guidelines for the process on coding fraudulent transactions in the University's Expense Management Software tool.

Disputed Transactions

(46) If Cardholders cannot identify a transaction that has been charged to their Corporate Credit Card, they must contact the Merchant directly and dispute the transaction.

(47) If, after reviewing the Merchant's response, the cardholder still believes the transaction is not theirs, then the cardholder should contact Westpac Bank on 1300 650 107 and the phone service will lodge a dispute on the cardholder's behalf. You can only dispute the full charge not partial. A copy of the correspondence from the Merchant must be forwarded to the Corporate Credit Card Administrator as evidence that the Cardholder has contacted the Merchant.

(48) Users should refer to Corporate Credit Card Guidelines for the process on coding disputed transactions.

Part J - Breaches/Misuse

(49) The University may conduct an enquiry into any alleged or actual breach of this Policy and Corporate Credit Card Guidelines.

(50) Breaches of Card Vendor Terms and Conditions, University Policy and/or the Corporate Credit Card Guidelines will be dealt with in accordance with the La Trobe University Enterprise Agreement 2023. Breaches of this Policy and/or Corporate Credit Card Guidelines may lead to the cardholder being subject to disciplinary action with a variety of possible outcomes including:

a. recouping expenses
b. cancellation of Corporate Credit Card
c. for serious breaches, termination of employment

(51) Upon request, cardholders must surrender the Corporate Credit Card to the University immediately.

Part K - Suspension of Card and/or Disciplinary Action

(52) Any breach of this Policy e.g. use of card for personal expense, restricted purchases, exceeding credit/limits, splitting of invoices, failure to provide documentation, will be referred to the Executive Director, Procurement Business Services. Any recommendation for withdrawal of the card or disciplinary action will be in accordance with the University Policies and Procedures.

(53) To avoid suspension (or limit reduction) of Corporate Credit Cards:

a. Cardholders have two weeks from the date of expense incurred to submit their report;
b. Line Managers/Approvers must verify that transactions are 100% University business related and must be supported by tax invoices/receipts/Business Expense Verification Form;
c. Cardholders on overseas business travel will have two weeks from the date they return from overseas to complete their statements.
d. In order to avoid any issues with your Corporate Card when travelling overseas please ensure you notify Westpac of any upcoming travel on Tel: 1300 650 107.

Part L - Cardholder Responsibilities

(54) It is the responsibility of all cardholders to ensure that they are aware of the compliance requirements and that any purchases made on the Corporate Credit Card are solely for business purposes.

(55) The Corporate Credit Card must remain in the cardholder's possession and control at all times.

(56) The cardholder is responsible for the timely coding (two weeks) and submission of their Corporate Credit Card expenses.

(57) All expenses must be submitted with supporting documentation for all purchases:

a. For domestic expenses more than $82.50 (including GST), the cardholder is required to provide a valid tax invoice as supporting documentation.
b. For domestic expenses up to the amount of $82.50 (including GST), the cardholder is required to provide supporting documentation (ie receipts or Business Expense Verification Form) .
c. For all international expenses (regardless of the amount), the cardholder is required to provide supporting documentation (ie invoice, receipts, sales record or Business Expense Verification Form).

(58) The cardholder must ensure the appropriate line manager with Financial Delegation authority approves their expenses in a timely manner each month.

(59) The Corporate Credit Card must not be used for personal expenditure at any time including when staff are travelling on University business.

(60) The Corporate Credit Card should not be used whilst a cardholder is on annual leave or leave without pay.

(61) For extended periods of leave (e.g. Maternity leave; Long Service Leave etc.), the cardholder must have the card limit reduced to zero for the period they are away. The Corporate Credit Card can be used whilst a staff member is on OSP provided they have line manager (Dean/Head of School or equivalent) approval.

(62) The cardholder must return their Corporate Credit Card to their Line Manager seven (7) days prior to their resignation/ departure from the University.

(63) Any failure to comply with the conditions of use will result in the withdrawal of the card and misuse may result in disciplinary action or legal proceedings being initiated by the University.

(64) Further cardholder responsibilities are listed under Part I - Fraudulent and Disputed Corporate Credit Card Transactions

(65) When using a Corporate Credit Card, the University expects all cardholders to comply with the University's:

a. Code of Conduct
b. Corporate Credit Card Policy
c. Corporate Credit Card Guidelines
d. Travel Management Policy
e. Travel Guidelines for Staff
f. Procurement Policy
g. Procurement Procedure

Part M - Manager/Approver Responsibilities

(66) Staff nominated as Corporate Credit Card approvers must:

a. have the relevant Financial Delegation authority.
b. oversee the compliance of this policy.

(67) Review, evaluate and approve requests for Corporate Credit Cards and/or variations to existing card limits that meet the requirements of policy.

(68) Review and approve the cardholder's expense transactions on a monthly basis. The Manager/Approver must verify that transactions are 100% University business related and must be supported by tax invoices/receipts/Business Expense Verification Form. All expenses must be submitted with supporting documentation for all purchases:

a. For domestic expenses more than $82.50 (including GST), the cardholder is required to provide a valid tax invoice as supporting documentation.
b. For domestic expenses up to the amount of $82.50 (including GST), the cardholder is required to provide supporting documentation (ie receipts or Business Expense Verification Form).
c. For all international expenses (regardless of the amount), the cardholder is required to provide supporting documentation (ie invoice, receipts, sales record or Business Expense Verification Form).

(69) When a cardholder is leaving the University:

a. Immediately submit a Cancellation Request online form to notify the University seven (7) days before the staff member departs.
b. Ensure the cardholder's expenses are coded and approved in the University's Expense Management software tool before the cardholder departs.
c. Ensure the cardholder has returned the card to Line Manager before departing.

(70) Ensures that the cardholder reports the Dispute/Fraudulent transaction to the Bank.

(71) Can only delegate authorisation if they have nominated someone to act in their position and have completed the 'Acting in another Position Form".

(72) Cannot code, submit and authorise their own transactions.

(73) Cannot code, submit and also authorise the same Corporate Credit Card transactions.

Part N - Executive Director, Procurement Business Services Responsibilities

(74) Under this policy, the Executive Director, Procurement Business Services is required to:

a. monitor and oversee adherence with all compliance obligations for their areas of responsibility;
b. through Risk, Audit and Insurance, undertake regular audit and assessments of transactional activity, with relevant stakeholders;
c. provide guidance and support to employees on relevant compliance obligations, and promote a culture of compliance across the University;
d. monitor, report and oversee all actual or potential breaches, ensuring the adequacy of corrective action plans to reinstate compliance and mitigate risk of reoccurrence;

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e. provide reporting in a timely manner, in accordance with this and/or other University Policies, and promptly respond to requests for information as/where required.

Part O - Finance Division Responsibilities

(75) Under this Policy, the Finance Division:

a. are required to approve or decline the issuing of a Corporate Credit Card to a staff member;
b. are responsible for notifying non-compliant cardholders of their coding responsibilities and timelines for submitting reports;
c. have the final responsibility of cancelling or reducing the credit limit of the Corporate Credit Card;
d. ensure that all spend coded in the University's Expense Management software tool complies with the Financial Management Procedure - Taxation where FBT has been incurred by the cardholder.

Section 7 - Definitions

(76) For the purpose of this Policy and Procedure:

a. Asset: is defined as a transaction/group of transactions that comply with the Australian Accounting Standards; and:
    i. does not meet the definition of an expense (refer to the Asset Management Policy); and
    ii. that as an individual unit is valued over $5,000 GST exclusive; and/or
    iii. that as individual units, may cost less than $5,000 GST exclusive, but may combine to form an operating unit or network or have the same or similar nature with a combined cost of more than $10,000 GST exclusive.
b. Card limit: The maximum amount that can be spent on the Card in a billing month.
c. Conagoth: University term for “Consultants; Agents and Other” types of employees.
d. Corporate Credit Card: is a card issued by La Trobe University’s Card Provider to a staff member at the direction of the University and enables staff to incur a debt to be paid later by the University.
e. Electronic Value Card (EVC): can be loaded to a maximum value of $999 and is for use as a gift card.
f. Gifts: are free or discounted items including hospitality and any items or services that would generally be seen by the public as receiving a benefit and are retained by a staff member. Examples of gifts include cultural gifts, invitation to social events and dinners.
g. OSP: Outside Studies Program is to provide academic staff with a significant period of release from normal duties to undertake a planned program of work that will enhance their personal scholarly development.
h. Transaction Limit: The maximum amount of credit extended to a cardholder per transaction.
i. University business: Operating costs which must be ordinary, common and accepted at the University and necessary, appropriate and useful in operating the business.

Section 8 - Authority and Associated Information

(77) This Policy is made under the La Trobe University Act 2009.

Status and Details

Status	Current
Effective Date	12th April 2024
Review Date	12th April 2027
Approval Authority	Vice-Chancellor
Approval Date	12th April 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Jodie Banfield Chief Financial Officer
Enquiries Contact	Finance

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