

CORPORATE CREDIT CARD AND REIMBURSEMENTS POLICY

SCOPE

This policy applies to all expenditure made using corporate credit cards (corporate cards), or sought via reimbursement or cash advance by Monash University:

- staff and other authorised persons operating on behalf of the University (collectively referred to as 'staff' for the purpose of this policy); and,
- students, for the purpose of cash advance and reimbursements only.

POLICY STATEMENT

Monash University enables staff to make purchases on behalf of the University where there is a demonstrated business need.

Where staff are required to make regular purchases in the course of their role, they may be eligible for a corporate card. Where purchasing is infrequent, staff should use official University purchasing channels (e.g. Coupa) or the University's reimbursements system.

The following expenditure may not be made using a corporate card or sought via reimbursement, other than authorised exceptions as outlined in the Corporate Credit Card and Reimbursements Procedure:

- expenditure on airfare bookings as set out in the [International](#) and [Domestic Travel Procedures \(Australian Based Staff\)](#); and
- expenditure that meets the definition of a procurement commitment under the [Procurement Policy](#);

1. General Principles

- 1.1 When making purchases on the University's behalf, staff operate as agents of the University and are expected to exercise honesty, care and reasonable judgement. Expenditure must be:
- justified – meets a demonstrated business need, represents a balanced judgement of associated financial and non-financial considerations and reflects value for money;
 - strategic – supports the University's values and interests;
 - defensible – is socially and ethically appropriate and sourced;
 - available – is within budget;
 - authorised – is in line with the expectations of the budget holder; and,
 - compliant (for corporate cardholders only) – complies with the conditions and obligations of holding a corporate card, as well as the terms and conditions of the corporate card provider.

2. Reimbursements

- 2.1 Staff may be reimbursed for expenses incurred for a demonstrated business need.
- 2.2 Staff members are accountable for all purchases made. The University will not provide reimbursements that are sought for expenditure that is considered unreasonable.
- 2.3 Reimbursements will be made provided that all conditions and requirements outlined in this policy and associated Corporate Credit Card and Reimbursement Procedure are complied with.

3. Corporate Credit Cards

General Eligibility Criteria

- 3.1 A corporate card may be granted to a person who:
- is employed by the University under a paid appointment (excluding casual and sessional appointments);
 - is required to make regular purchases on behalf of the University in the course of their role;

- has a supervisor with a budget or a financial delegation that is not lower than the limit on the corporate card who will be the nominated expense approver;
 - satisfies the corporate card provider's identity requirements; and,
 - is willing to accept and observe the ongoing conditions and obligations applied by the University and the corporate card provider.
- 3.2 Special permission for a corporate card may be granted to an authorised person at the absolute discretion of the Chief Financial Officer.
- 3.3 Individuals who are granted special permission to hold a corporate card may be subject to additional requirements to manage associated risk.
- 3.4 Purchase to Payment Services is responsible for assessing and communicating decisions about corporate card applications.

Conditions and Obligations of Corporate Credit Card Use

- 3.5 The corporate card will have a defined transactional and monthly limit based on the reasonable business need of the cardholder, allocated by Purchase to Payment in consultation with the staff member's supervisor.
- 3.6 Cardholders must ensure that expenditure incurred on their corporate card is in line with all general principles articulated in this policy, and with the terms and conditions of the corporate card provider.
- 3.7 The total amount of a single purchase must not be split into smaller amounts for the purpose of fitting within a financial value limit. To apply to increase the corporate card limit, cardholders should refer to [Corporate Credit Card and Reimbursements Procedure](#).
- 3.8 Cardholders must be aware of expenditure that gives rise to an actual or perceived conflict of interest, and report to Purchase to Payment any conflict or perceived conflict immediately. Where staff identify or are concerned that there may be a conflict or a perceived conflict of interest associated with a transaction, they must review the [Conflict of Interest Policy](#) and/or seek advice from Purchase to Payment.
- 3.9 Cardholders must not purchase items that fall under an inappropriate expenditure category, as outlined in the [Corporate Credit Card and Reimbursements Procedure](#), unless:
- it is an emergency; or,
 - express approval has been granted by Purchase to Payment.
- 3.10 Cardholders should be aware of any fringe benefits tax implications that may arise from certain types of expenditure, and the associated requirements for acquitting such expenditure.
- 3.11 Cardholders must acquit all expenditure within the prescribed timeframe, accompanied by the necessary supporting documentation.
- 3.12 Staff are accountable for all purchases incurred on their corporate card and are responsible for reimbursing the University where a transaction is considered inappropriate.
- 3.13 Cardholders are personally responsible for their corporate card and must keep their card and PIN confidential, safe and secure at all times.
- 3.14 Corporate cards are not an entitlement and are assigned to a staff member based on the requirements of their role.

Implications of Inappropriate Use

- 3.15 Failure to comply with any of the conditions and obligations outlined in this policy constitutes inappropriate use of the corporate card.
- 3.16 The University may suspend or cancel the corporate card in circumstances of inappropriate use, or at the University's absolute discretion.
- 3.17 Inappropriate use of a corporate card may result in:
- the cardholder being personally liable for expenditure; and/or,
 - relevant disciplinary action in accordance with the Monash University Enterprise Agreement or employment contract terms.

Responsibilities of Nominated Expense Approvers

- 3.18 Nominated expense approvers are responsible for reviewing and verifying transactions are true and correct. Nominated expense approvers will be formally notified by Purchase to Payment of their role as a nominated expense approver, and provided with information outlining their obligations as an approver, as well as the process for correctly approving purchases.

4. Monitoring and Reporting

Monitoring – Nominated Expense Approvers

- 4.1 Nominated expense approvers must review acquitted expenditure and reports of all transactions, ensuring that transactions are appropriate and consistent with the general principles informing corporate card use, and are within budget constraints for corporate card use and reimbursements.

Monitoring – Finance

- 4.2 Continuous monitoring of corporate card use will be undertaken by Purchase to Payment to ensure efficient operational practice, identification of inappropriate expenditure, and compliance with acquittal timeframes.
- 4.3 Auditing of expenditure made by cardholders and sought via reimbursement will be undertaken in a manner that is appropriate, comprehensive and reasonable to detect, correct and prevent process errors and cardholder non-compliance.
- 4.4 The approach to monitoring will provide comprehensive audit trails to support transaction processing and substantiate expenditure to comply with the University's legal requirements.

Reporting

- 4.5 Purchase to Payment will regularly run reports to identify inappropriate and/or un-acquitted transactions, and Purchase to Payment maintains the capacity to access and review the transaction history of all cardholders.

DEFINITIONS

Authorised Person	An individual who is not employed by the University under a paid appointment but is operating on behalf of the University and meets all other general eligibility criteria under the Corporate Credit Card and Reimbursements Policy.
Cardholder	An individual who has applied for and been granted a corporate card.
Nominated Expense Approver	Nominated supervisor for the relevant cost centre, who has a budget or financial delegation at least equal to the expenditure limit of the cardholder.

GOVERNANCE

Supporting procedures	Corporate Credit Card and Reimbursements Procedure
Supporting schedules	N/A
Associated policies	Fringe Benefits Tax (Australia) Policy Goods and Services Tax (Australia) Policy Pay, Benefits and Entitlements Policy
Related legislation	Financial Management Act 1994 (Vic) Fringe Benefits Tax Act 1986 (Cth)
Category	Operational
Approval	Vice-Chancellor's Executive Committee DATE: 22 October 2019 MEETING NUMBER / AGENDA ITEM: NO.11/2012 / ITEM 9
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