

Credit Card Policy **As amended by Executive 9 December 2022**

Introduction

The IEU provides credit cards to the President, Officers and other staff as necessary as a cost-effective and convenient method of purchasing goods or services, and to reduce the need for cash transactions. The union will seek the most cost effective and convenient cards available from the financial institutions it deals with.

This policy applies to those who are issued with credit cards, as well as staff who are authorised to incur expenses on cards that are used centrally for booking flights and accommodation, and paying expenses on the internet (eg subscriptions).

Use and entitlement

Credit cards are only to be used for valid IEU business, for purchases that are directly related to the employee's responsibilities. Typically, credit cards are used to pay for accommodation and travel costs for Officers and members, fuel for IEU vehicles, tribunal or court filing fees and meeting expenses if required. They may also be used to pay for subscriptions and book purchases if authorised in advance.

Credit cards should only be used for purchases where purchase orders or invoices are unavailable for the transaction. Where possible it is preferable to purchase from businesses with which the IEU has an existing account.

The cardholder may not, in any circumstances, delegate use of the card without the express permission of the Secretary. Staff may be authorised to use the Secretary's or Deputy Secretary's credit card. Staff using the credit card must email, at the time of usage, the relevant cardholder and accounts@ieu.asn.au explaining the usage in sufficient detail so a further enquiry is not required.

Unauthorised or inappropriate use

The cardholder may be held personally liable for unauthorised transactions unless the card is lost, stolen or subject to fraud by a third party.

Unauthorised transactions include:

- private or personal expenditure. In the case of accidental personal use this must be reported to accounts staff as soon as practicable following discovery of the error and reimbursement made immediately.
- use of the credit card to pay for goods or services which might discredit the name or reputation of the Union.
- payment of civil infringement notices (parking fines, speeding fines etc).

Credit card misconduct

Breaches of this policy will be dealt with by the Secretary according to the severity of the breach. Disciplinary procedures may be instituted, and in extreme cases reference will be made to the police for criminal investigation.

Cancellation and security

Credit cards must be stored securely, and cardholders should take security precautions when on leave or travelling overseas. Where travel is of a personal nature cardholders should consider keeping their cards locked appropriately on union premises.

Cardholders must immediately return their credit card to the accounts department on termination of employment with the IEU, or at any time when requested to do so by the Secretary.

If a card is lost or stolen it must be immediately reported to the accounts department so that the card can be immediately cancelled. Cardholders should keep a record of the bank hotline for reporting lost or stolen cards and make a report immediately if it impractical to report to accounts immediately.

Credit limits

Each card's credit limit and individual transaction limit will be notified to the user when the card is issued. Individual card limits are currently reported on monthly statements. Changes to credit limits and transaction limits must be authorised by the Secretary.

Cash advances

Credit cards issued by the union do not allow cash advances.

Documentation

The cardholder must keep supporting documentation in respect of all purchases made using the credit card. In this context, supporting documentation will comprise a tax invoice/receipt. The customer copy of the credit card receipt is not sufficient evidence in isolation.

In the absence of supporting documentation, the cardholder may be required to provide a statutory declaration in relation to the unsupported expenditure.

Reconciliation and authorisation

The cardholder must reconcile the monthly credit card statement to supporting documentation (see above) and include sufficient detail to enable appropriate allocation of the expense. The reconciliation should occur within seven days of receipt of the statement.

In completing the online reconciliation, the cardholder is undertaking:

- the accuracy of the statement
- the fact that the goods and services have been received by the union, and
- that all transactions were made for official purposes in accordance with this policy.

If the card is used for meals or entertainment, the total number of people being entertained, their names, and the names of the organisations they represent, must be noted. This includes any IEU members or employees.

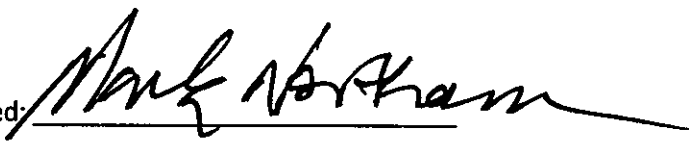
Any inaccuracies on the statement must be notified to the accounts department.

Authorisation for payment of the credit card must be made in accordance with the IEU's financial delegations. The accounts department will keep all receipts for the period required by the auditor.

Circulation of policy

This policy will be circulated to staff and provided to new Officers on appointment.

Status	Final	Next review date	December 2025
Authorised by	Executive	Responsibility	Secretary
Adopted by Executive	9 December 2022	Version	9 December 2022

Signed: 

Dated: 