



## CORPORATE CREDIT CARD POLICY

<b>Policy Reference F-CC</b>	
Last amended	30 January 2019
ARMS Board Endorsement	28 May 2021
Proposed Review Date	30 June 2022
Related Documents	ARMS Constitution ARMS Bylaws Delegation of Authority Policy Procurement of Goods Policy Travel and Accommodation Policy Member’s Code of Conduct Policy

### DEFINITIONS

**ARMS Executive Office Staff** – Are paid employees of the ARMS Executive Office.

**The Society** – Is the Australasian Research Management Society Inc.

**ARMS Board** – Is the governing body of the Society who controls the affairs of the Society.

### PURPOSE OF POLICY

The Corporate Credit Card Policy has been developed to provide a means for ARMS Executive Office staff to pay for ARMS business related expenses through the use of a corporate credit card facility. ARMS Executive Office staff who receive a corporate credit card must agree to the terms and conditions set out below prior to being issued with a corporate credit card.

### QUALIFYING FOR A COPORATE CREDIT CARD

To qualify for a corporate credit card, ARMS Executive Office staff must meet all of the following criteria:

- Are expected to travel and/or incur significant business-related expenses in the regular performance of their duties with ARMS;
- Credit card issue has been approved by the Chief Operating Office or President/President Elect and the Treasurer;
- An application has been submitted to ARMS’ approved credit card provider;
- The corporate credit card provider has approved the issue of a corporate credit card;
- The card holder has read and acknowledged the terms and conditions of the credit card provider; and
- A signed copy of this policy has been received.

## USE OF THE CORPORATE CREDIT CARD

Use of the Corporate Credit card is limited to ARMS business related expenses including:

- Travel expenses
- Meals
- Incidental travel related expenses
- Event related expenses
- Once-off expenses directly related to the duties of the card holder
- Other expenses as authorised by the appropriate Chief Operating Officer prior to the use of the credit card

**Use of the corporate credit card for non-ARMS expenses is not permitted under this policy. Arrangements must be made to immediately reimburse ARMS for any unauthorised items inadvertently purchased using the corporate credit card.**

## RESPONSIBILITIES OF THE CORPORATE CREDIT CARD HOLDER

It is the responsibility as the corporate credit card holder to:

- Safeguard the credit card, credit card account number and password at all times. Lost or stolen credit cards must be reported immediately (see section below on “Lost or Stolen Cards”).
- Keep the credit card in a secure location at all times.
- Protect the integrity of the credit card by not allowing anyone else to use the credit card and/or credit card account number.
- Obtain and retain original itemised tax invoices for goods and services purchased on the card. Personnel should make every attempt to obtain an original tax invoice related to the credit card transaction.
- Forward receipts for transactions to the Management Accountant for processing and reconciliation of the Corporate Credit Card Statement. In the event of a missing receipt, a statutory declaration must be provided.

## RETURN OF THE CARD

If a corporate credit card holder is no longer an employee of the ARMS Executive Office, or it is deemed that personnel no longer qualify for the card (see above – “Qualifying for a Corporate Credit Card”) the corporate credit card will be cancelled.

Personnel must return the card to Chief Operating Officer or Management Accountant. If the COO is no longer an employee of the ARMS Executive Office, the card must either be returned to the ARMS Management Accountant or to the ARMS Treasurer. At that time, all outstanding transactions must be reconciled. **Non-ARMS business related expenses will remain the responsibility of the card holder.**

## LOST OR STOLEN CARDS

Should ARMS Executive Office staff lose their corporate credit card, they must notify the credit card provider immediately in accordance with the Card Member Agreement by contacting:

***Westpac Bank Card Services on 1800 650 107***

The card holder should also notify Chief Operating Officer and commence the process of applying for a replacement card.

## AUDITING

Credit card records will be audited for appropriate card usage on a monthly basis by the Management Accountant and ARMS Treasurer. Monthly transactional bank statements must be reviewed and authorised by the ARMS Treasurer before the card is reconciled by the Management Accountant.

Breach of this policy may result in cancellation of the card and may subject personnel to disciplinary action determined by the ARMS Board.

**Version Control**

Version	Date of Approval by ARMS Board	Date for review	Circulation	Document owner
Version 1	5 July 2019	30 June 2020	Members	ARMS Executive Office
Version 2	28 May 2021	28 May 2023	Members	ARMS Executive Office

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I have read and understand the Corporate Credit Card policy and agree to be bound by the terms and conditions listed above.

Name: \_\_\_\_\_ Date:     /     /     .

Signature: \_\_\_\_\_