

# University Payment Card Policy

## Section 1 - Purpose

(1) This document sets out the Policy that governs how 'payment' cards as outlined in the [University Payment Card Procedures Manual](#) will be managed.

## Section 2 - Scope

(2) This Policy applies to all:

- a. employees, affiliates & students of the University of Canberra (University) who are issued with a University Payment Card hereafter called Cardholders;
- b. all delegates approving the 'issuing' of a card to a Cardholder (Chief Financial Officer, Senior Manager 2 and above); and
- c. all delegates approving payment card transactions undertaken by Cardholders within their respective cost centres hereafter called Approvers.

## Section 3 - Principles

(3) The University will provide and support through financial systems and procedures, payment card options to enable the University's teaching, research and business activities to be undertaken in an effective and efficient manner. Payment Cards will be issued to Cardholders' on the basis of:

- a. identified need as agreed by the senior cost centre delegate (minimum Senior Manager 2) and or Chief Financial Officer or Registrar;
- b. to support staff and students travelling on an approved University business; and
- c. to support the University's published [Procurement Procedure](#) manual which states 'if possible a credit card should be used as the means of payment for transactions up to and including \$3,000'.

## University Payment Cardholder Agreement

(4) All new cardholders will be required to certify, in writing prior to the issuing of the card that they are willing to abide by the procedures governing the University payment card(s) as outlined in the [University Payment Card Procedures Manual](#), herein after called the [University Payment Cardholder Agreement](#).

(5) All existing Cardholders will be provided with a copy of the [University Payment Cardholder Agreement](#) and requested to abide by the procedures or return their University payment card.

## Implementation

(6) This Policy is implemented through the [Payment Card Procedures Manual](#) which sets out procedures and guidelines to manage payment card schemes for the University.

(7) The Chief Financial Officer has responsibility for implementing this Policy through the [Payment Card Procedures Manual](#) and is authorised to make changes to the [Payment Card Procedures Manual](#) in consultation with the Registrar.

## Section 4 - Procedure

(8) Refer to [University Payment Card Procedures Manual](#).

## Section 5 - Definitions

Terms	Definitions
Authorisation Delegates	The University delegate (or entity delegate) who holds the delegation/ responsibility for authorising expenditure undertaken by approved Cardholders.
Business Activity	An activity undertaken by an employee (e.g. attendance at a meeting, at a conference, field research, speaking at a lecture) that relates to their work as a University employee.
Business Entertainment	This is entertainment that is considered essential for the facilitation of University business. The amount spent on business entertainment should meet the principles contained in Schedule 5 of the <a href="#">Travel Procedures</a> Manual.
Cardholder	This is a staff member or approved affiliate (member of Council, student or visitor) that has been approved to hold a University Payment Card issued under a University card facility.
Diners Card	This is a charge card facility that the University is phasing out in 2011/2012.
Evidence of Expenses	This is in the form of detailed invoices and receipts of all expenses incurred prior, during and after travel. If unavailable the traveller must complete the missing receipts form or minor receipts form.
Expense Management System	The University's online expense management system is called iCMS. This system is used for the acquittal, claiming and processing of payment card transactions and cash expenses.
Expenses of a personal or private nature	Expenses of a personal or private nature are generally not payable by the University. The Australian Taxation Office (ATO) views these expenses as 'expenses' that would have incurred when at home. Whilst an exception can be made to approve these expenses from time to time, a fringe benefit liability will most likely be incurred. For examples of expenses of a personal or private nature refer to Schedule 6 of the Travel Procedures Manual.
Fringe benefits tax (FBT)	Fringe benefits tax (FBT) is a tax paid on certain benefits employers provide to their staff or their staffs' associates (typically family members). FBT is separate from income tax and is based on the taxable value of the various fringe benefits provided.
GST Compliant Receipt/Invoice	Tax Invoice requirements vary, depending on the total \$ value of the tax invoice. For transactions greater than \$1000, the tax invoice must include: <ul style="list-style-type: none"><li>• The name of the recipient (i.e. University of Canberra);</li><li>• The address or ABN of the recipient, i.e. University's Bruce address or ABN Number).</li></ul>
iCMS	The University's online Expense Management System. This system is used for the acquittal and approval of processing of credit card charges and reimbursement (and approval) of cash expenses
iCMS Delegate	Is the financial delegate for an employees' payroll cost centre.
Preferred supplier agreements	Preferred supplier agreements are value for money arrangements backed by specific contractual obligations designed specifically for the University and must be used when undertaking University approval travel or procurement activities.
Reasonable Costs/ Expenses	Legitimate work related costs/expenses which are incurred to conduct official business effectively up to the reasonable levels as determined by Finance & Analytics from time to time.
Senior Manager 2 or 3	These are a series of delegation categories introduced by the University.
UC1 Card Pre-Paid Purse	This is the card holders' pre-paid debit facility available on the University Staff and Student cards with full cash out option.

Terms	Definitions
University Business	Activity of a business, educational or professional nature approved by the University.
University Payment Cards	University issued corporate credit card (MasterCard), or cash card ( <a href="#">Travelex MasterCard Cash Passport</a> ) and any other University payment related card, issued by the University from time to time.
University Payment Cardholder Agreement	This is the agreement detailed at Schedule 1 of the University Card procedures (as updated from time to time). It must be signed by all new University Cardholders and outlines their obligations in respect of holding a University payment card.
University Payment Card Portal	A payment card home page designed to provide the Cardholder with a single entry point to information pertaining to the University payment card policies and procedures.
<a href="#">University Payment Card Procedures Manual</a>	This manual provides a comprehensive set of information and support around the management of University payment card schemes and the obligations of the Cardholders, Delegates and Financial Services.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	18th April 2023
<b>Review Date</b>	18th April 2024
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	18th April 2023
<b>Expiry Date</b>	11th September 2024
<b>Custodian</b>	Geoff Drummond Chief Financial Officer
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