



**Australian Government**

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**Office of the Australian Building and  
Construction Commissioner**

# **Finance Direction 16**

## **Travel Credit Card**

**Process Owner:** Chief Financial Officer  
**Version Number:** 2.0  
**Effective Date:** 22/8/2011

## Change History

Update the following table as necessary when this document is changed:

Date	Nature of Change
March 2010	Approved version
January 2011	Position titles amended
May 2011	4.1.2 - changed fuel conditions for pool cars.
August 2011	Procedure Updated for New Organisational Structure

## Table of Contents

<b>1. Commissioner’s Instruction (CI)</b> .....	<b>3</b>
<b>2. Introduction &amp; Objectives</b> .....	<b>3</b>
<b>3. Supporting Information</b> .....	<b>4</b>
3.1 Related References & Pronouncements .....	4
3.2 Responsible Officers and Contacts .....	4
3.3 Forms.....	4
<b>4. Guidelines</b> .....	<b>4</b>
4.1 MasterCard Travel Card .....	4
4.1.1 Approval of Travel Credit Card Facilities .....	4
4.1.2 MasterCard - terms of issue .....	4
4.1.3 MasterCard - cardholder acquittal .....	5
4.1.4 MasterCard - expenditure approval.....	6
4.1.5 MasterCard - issue .....	6
<b>Appendix A – Disputed Credit Card Transactions Form</b> .....	<b>7</b>

# 1. Commissioner's Instruction (CI)

The official delegated to issue travel MasterCard must:

- not issue a travel MasterCard to an employee unless the employee has a demonstrated need that is supported by their Team Manager;
- ensure that cardholders fully understand, and acknowledge in writing, the conditions set out in the Cardholder Agreement and Acknowledgment Form and these CIs;
- review patterns of travel MasterCard usage annually with a view to cancelling cards that are not being used;
- keep proper records of credit cards issued and relevant details of cardholders such as financial limits, etc.; and
- ensure that credit card transactions are recorded in the general ledger prior to cut-off each month.

Cardholders must:

- ensure the safe custody and security of the card;
- comply with any conditions associated with using the card;
- not use the facility for personal expenses; and
- report a lost card immediately to the Card Issuing Official.

# 2. Introduction & Objectives

This procedure provides guidance over the use of travel credit card facilities to undertake official ABCC business.

The ABCC may provide specified staff with a travel MasterCard to pay for official travel undertaken on behalf of the agency.

The ABCC MasterCard must not be used for expenditure of a private nature.

This policy is applicable to the following staff within the ABCC:

- Cardholder;
- Cardholder's supervisor; and
- Delegated Card Issuing Official.

## 3. Supporting Information

### 3.1 Related References & Pronouncements

<b>FMA Act 1997:</b>	Sections 38, 44 & 60
<b>FMA Regulations:</b>	Regulations 9-13 and 21
<b>Related Finance Directions:</b>	Finance Direction 10 - Procurement
<b>Other References:</b>	<ul style="list-style-type: none"> <li>■ APS Code of Conduct</li> <li>■ Westpac MasterCard Terms and Conditions.</li> </ul>

### 3.2 Responsible Officers and Contacts

Position/Title	Level	Responsibility
Assistant Director, Business Services	EL1	Maintains central register of all Travel Card holders, first point of contact for all disputed transactions.
Spendvision Administrator	APS5	Administrator for all Spendvision related activity

### 3.3 Forms

The following forms are required:

Report/Form:	Contact	Location:
Dispute Notification Form	MasterCard	Spendvision system

Copies of these forms are located at Appendices A.

## 4. Guidelines

### 4.1 MasterCard Travel Card

#### 4.1.1 Approval of Travel Credit Card Facilities

The delegated Card issuing Official must consider the appropriate travel credit card limit for the individual in line with the Chief Executive's Financial Delegations Schedule.

#### 4.1.2 MasterCard - terms of issue

The ABCC MasterCard is issued on the following terms and conditions. Cardholders must:

- only use the card for travel related expenses and in limited circumstances for approved hospitality (see below).

- use the card in accordance with the Cardholder Agreement and the requirements of this Finance Direction;
- not misuse the card as this may lead to disciplinary action against the cardholder;
- obtain tax receipts or other supporting documentation (such as approved Travel Request forms and Carlson Wagonlit Travel itineraries) for all expenditure incurred; and
- surrender their travel card to the Assistant Director, Business Services if they are to be absent for more than three months and when they terminate their employment with the ABCC.

MasterCards are not to be used for purchasing:

- non-travel related goods and services;
- of a personal or private nature;
- travel for non-ABCC staff (such as consultants, contractors and barristers);
- car washes and other motor vehicle running expenses associated with ABCC pool and SES vehicles.
- purchase fuel for SES vehicles under any circumstances.

MasterCards are not to be used to purchase fuel for pool vehicles except where an officer has accidentally purchased fuel that is not covered by the ABCC's fuel card i.e. incorrect service station or incorrect fuel quality used. In these instances an e-mail must be sent to the Assistant Director, Business Services outlining the circumstances of the accidental use.

As MasterCards are allocated to individual ABCC employees, all expenses charged to a MasterCard must relate to that cardholder's individual expenses. Cardholders must not charge travel expenses incurred by other ABCC staff travelling on the same trip to their individual MasterCard, unless a supplier cannot provide separate invoices for ABCC staff travelling together. In this instance the cardholder must provide a dissection of the expenditure incurred by each person to the Delegate.

Public Office Holders are to limit their travel card use to expenses relating to air travel, taxis, parking, private hire cars and other public transportation. Public Office Holders should not charge accommodation, meal and incidental travel expenses to their travel credit card.

#### 4.1.3 MasterCard - cardholder acquittal

To acquit MasterCard expenses employees log into the ABCC's Spendvision and check off the listed transactions against their original receipts.

If the cardholder disputes a transaction appearing in Spendvision they tick the dispute box and save. A 'Transaction Dispute' form (refer Appendix A) will appear which must be completed and forwarded to the Delegated Official for review.

After the end of the month and when the cardholder has acquitted all outstanding transactions in Spendvision they print a hard copy of the Spendvision monthly statement and sign it to confirm that all details are correct. Cardholders are to acquit all Spendvision transactions by the 9<sup>th</sup> of each month.

Following this the cardholder attaches the tax receipts and other supporting documentation to the Spendvision monthly statement and forwards to the Delegated Official for approval. After approval the traveller is to forward the hard copy statement and attached receipts to Business Services. Business Services are to maintain a registry file for each traveller's statements and attached receipts.

#### 4.1.4 MasterCard - expenditure approval

Delegated Officials are to approve all Spendvision transactions by the 15<sup>th</sup> of each month.

Disputed transactions are still approved by the Delegated Official. However, the 'dispute' status of the transaction remains in Spendvision until investigated by MasterCard.

If the Delegated Official does not deem the expenditure to be reasonable or for work related purposes, the employee will be advised to repay the expenditure.

Prior to approving the expenditure in Spendvision the Delegated Official is to be satisfied that the:

- travel was undertaken in accordance with the approved Travel Movement request;
- receipts presented agree with the amounts recorded in Spendvision; and
- expenditure was incurred in accordance with the travel limits specified in Finance Direction 15.

Following this the Delegated Official may approve the expenditure in Spendvision, sign the monthly Spendvision statement and forward all paperwork to Business Services to be filed in the cardholder's official file for later inspection by audit.

#### 4.1.5 MasterCard - issue

To obtain a MasterCard an employee must complete an application for a MasterCard (Intranet Forms & Templates/CBA Credit Card Application Form) and forward to Business Services for processing. The Commonwealth Bank take around 5 - 10 working days to issue the card.

If a card is lost or stolen, MasterCard must be notified immediately on **13 2221**. Cardholders must also notify the Assistant Director, Business Services and their manager.


#### 4.1.6 Hospitality

The MasterCard may also be used to pay for hospitality that has been pre-approved by an official Delegated by the ABC Commissioner.



# Appendix A – Disputed Credit Card Transactions Form

**Commonwealth Bank**  
Commonwealth Bank of Australia  
AGN 43 123 123 124



## Government Credit Card Disputed Credit Card Transactions

- Please keep a copy of this completed form and original documentation.
- The signed form must be sent to the address indicated.
- If acknowledgement is not received within 5 business days, please follow up.

To:  State:  BSB:

Address:

Card number:     Facility name:  Date:

Title (Mr/Mrs/Ms/Ms) First name:  Surname:

I am the  Cardholder  Agency Card Administrator

Type of disputed transaction (please tick as appropriate)

I did not authorise the transaction/s nor did any other party to this account.

I have not completed a transaction for the same amount with a different merchant.

I only authorised one of the transactions (apparent duplication).

I did engage in the transaction but did not receive the goods/services ordered (mail/telephone order).  
I have contacted/attempted to contact the merchant without success.

I have cancelled the authority with the merchant but my account is still being charged.  
I enclose a copy of my letter of cancellation to the merchant and confirm the authority was cancelled on:

Missing payment – Date of payment:  Location:

The attached credit voucher has not been credited to my account.

I used another method of payment for this transaction, not the above credit card account and I enclose my proof of payment.

Other (e.g. amount/s incorrectly processed).

Please attach a copy of voucher/s and any other documentation available that may assist us in our investigation.  
Please specify the exact nature of the dispute and if contact has been made with the merchant involved.

Details of disputed transaction/s as they appear on your statement. Please attach a copy of statement/s if available.

Date	Reference number	Merchant description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

I authorise the Bank to credit the transaction/s in dispute.

Cardholder signature:  Date:  Agency Card Administrator Signature:  Date:

Agency postal address for Purchase Card correspondence:

Contact telephone numbers (include STD Area Code)

Business:

080-123 123123 Page 1 of 1