



ANMF Policy

Credit Card

1. Background

This policy is written for the ANMF Federal Office elected officials and appointed staff who through the virtue of their employment have access to a credit card for work related expenses whilst travelling in the course of their employment.

2. Process for allocation of credit cards

Corporate credit cards are supplied to nominated staff on employment with the ANMF Federal Office. The Federal Secretary is responsible for determining the staff eligible to be issued with an ANMF corporate credit card. The cardholder will be provided a copy of this policy when receiving their corporate credit card.

3. Approved uses

ANMF officials may use their corporate credit cards for the following approved uses during the course of their employment for work related expenses:

- Business Travel
- Accommodation
- Parking
- Car hire vehicles
- Petrol (where the employee is supplied with a vehicle)
- Meals on overnight trips
- Authorised entertainment expenses
- Lodgement fees for industrial matters
- Other general work related expenditure as approved by the Federal Secretary of the ANMF.

4. Process for expenditure approval

All expenditure on the corporate credit card must be made in accordance with the ANMF Federal Office budget process and approval for items outside Clause 2(above), and the ANMF Federal Office budget must be made by the ANMF Federal Secretary.

5. Personal use and cash advances

Personal expenditure is not permitted on ANMF corporate credit cards. The card is not to be used for any purpose that is of a personal and/or private nature. Cash withdrawals/advances are not permitted under any circumstances.



6. Processing of payments

- 5.1 Credit card statements are received monthly from the credit card company and are provided to the employee.
- 5.2 The employee is required to check the statement and attach all receipts of expenditure (Tax invoices must be provided for all expenditure, an EFTpos chit by itself is not sufficient).
- 5.3 Authorisation of credit card statements will not occur until all receipts are attached.

7. Misuse of Credit Card procedure

- 6.1 Under no circumstances should a corporate credit card be used for non-business expenditure.
- 6.2 Any failure to comply with the ANMF conditions of use may result in suspension of the credit card.
- 6.3 If a credit card is suspended or cancelled, employees will be required to meet day-to-day business expenses from their own pocket and reclaim upon production of tax invoices.
- 6.4 Misuse of the corporate credit card may result in disciplinary action. Where misuse may constitute criminal activity, the Federal Secretary will report such activity to the police.
- 6.5 If a cardholder becomes aware of any inadvertent misuse of their credit card they must immediately inform their Federal Secretary and the financial controller.
- 6.6 If a cardholder becomes aware their card has been lost or stolen, they must report this to the Federal Secretary and contact the credit card company immediately.

7. Cancellation of Corporate Credit Cards

A corporate credit card will be cancelled for the following reasons:

- The cardholder leaves the employment of the ANMF. It is the departing employee's responsibility to submit the final Receipts and Tax invoices to the Finance Manager.
- A card is reported lost or stolen.
- When it is obvious that fraudulent entries have occurred.

8. Review of policy

This policy is to be reviewed every three years or earlier where changes are made to the processes undertaken.

Approval of changes to this procedure must be authorised by the Federal Secretary.