



Amd Date 14/05/09

+ + Policy Statement

+ It is the policy of Stanwell Corporation Limited (Stanwell) to ensure that Corporate Credit Cards are used in accordance with relevant policies and guidelines and that credit card expenditure is correctly recorded. This policy should also assist the Credit Card Administrator in managing the process and Managers to discharge their responsibilities by defining principles and practices for the reimbursement of expenses incurred on a corporate credit card.

Scope

This policy applies to all Stanwell Employees who have been allocated a Stanwell credit card, credit card approvers and finance personnel who are responsible for administering Stanwell credit cards.

Objectives

The purpose of this policy is to outline the policy and procedures that should be adopted when using Stanwell Corporate Credit cards and to assist the Credit Card Administrator in managing the process. It should also assist Managers to discharge their responsibilities by defining principles and practices for the reimbursement of expenses incurred on a corporate credit card.

Policy Outline

Issuing Credit Cards

The procedure for issuing credit cards is under Corporate Procedure on Credit Cards 'Requesting and Issuing Credit Cards'.

Credit Card Usage

Cardholders can use the credit card to pay for business related expenditure, which is within the guidelines of this policy. Cardholders must ensure that operations are carried out efficiently, effectively and economically and that liability for expenditure is only incurred for lawful purposes.

Once a cardholder receives their corporate credit card, they should immediately:

- Read the Credit Card Policy;
- Sign the Declaration (located as Word Template) and return it to the Credit Card Administrator;
- Sign the back of the Credit Card;
- Organise a time with the Credit Card Administrator for Credit Card system and process training. Please note that this training is compulsory. Failure to attend a training session could result in a withdrawal of the credit card.

When the credit cardholder incurs an expense to the credit card it is important that:

- Sufficient and appropriate financial delegation is obtained for the purchase;
- A tax invoice is obtained for purchases exceeding \$55. For purchases under \$55, a receipt will suffice.
Note: a credit card slip does NOT constitute a tax invoice. The entire tax invoice must be provided i.e. not just the credit card transaction details;
- Adequate documentation of transactions is kept where purchases are not made over the counter (eg. by telephone, mail, facsimile or the Internet).



Amd Date 14/05/09

- + + Cardholders must ensure the following when completing credit card statements:
 - + ▪ Statements are reconciled using Stanwell's Expense Management System;
 - + ▪ All supporting documentation including tax invoices, receipts and necessary expenditure pre-approvals are attached to the completed credit card statement;
 - + ▪ FBT is actioned on Entertainment related expenditure and cost coding is relevant;
 - + ▪ Credit card statements are electronically submitted by the cardholder via Stanwell's **Expense Management System** for approval by a financial delegate. Note: the financial delegate should be the cardholder's line manager;
 - + ▪ Completed credit card statements including original tax invoices and receipts are submitted to the Credit Card Administrator in a timely manner.
- Note: failure to comply with timely reconciliation of statements can result in cancellation of the credit card.

Reasonable Expenditure

Any expenditure incurred must be of a reasonable nature. Due consideration will be given to factors such as custom, geographical cost of living (overseas, domestic) and accepted community practice or standard. Stanwell's reasonableness policy is \$100.00 GST exclusive per head (meal/drink cost) whilst entertaining.

For further information, please refer to the 'Entertainment' policy.

Fixed Assets

Fixed assets are items that have a useful life of longer than a year, are separately identifiable and exceed \$500 in value (see Capitalisation Policy for full details). Only in extenuating circumstances can fixed assets be purchased using a credit card. These include emergency situations where an item is required urgently to avoid plant outages or for health and safety reasons and where using the normal procurement process would cause delay.

Where a fixed asset is purchased using a credit card, approval must be obtained from the employees General Manager. Evidence of this approval should be attached to the credit card statement.

In all other circumstances, fixed assets must be acquired through the usual procurement and approval process for incurring capital expenditure.

Entertainment

The following are the general guidelines on the usage of the Corporate Credit Card for Entertainment purposes:

- When using the credit card for entertainment purposes, the holder must seek approval from their Supervisor. Wherever possible, this approval is to be sought prior to the expenditure being incurred. Evidence of the approval must be included with the credit card statement. Please refer to the 'Entertainment' policy for further information.
- FBT is actioned on 'Meals & Entertainment' related expenditure by completing the Attendees section within the Expense Management System. Please refer to the Entertainment policy for further information.

Travel

Travel and Accommodation must be organised through FCM Travel Solutions (FCM) and are **not** in the usual course of business to be purchased on individual credit cards.



Amd Date 14/05/09

- + + However, the corporate credit card can be used for payment of taxi fares, hire car, fuel for the hire car, meals and entertainment. These costs are to be correctly allocated to the Travel cost codes which are found under the 'Travel Cost Allocation' page on the Stanwell intranet website. These codes also include the Travel allocation codes for specific projects.
- + Please note that all Meals and Entertainment expenditure that is in relation to a specific project are **not** to be costed to its own project number for FBT purposes, as these expenditure items are not to be capitalised.

In the normal course of business, travel accommodation and flight charges are booked through FCM. However, if a situation arises where FCM cannot book travel expenditure, the Corporate Credit Card can be used. The individual must notify an Executive Manager, first report, Project Manager or Site Manager when this occurs. Supporting documentation and a reason for the variation from this policy must be attached to the credit card statement.

Internet Usage

The Internet has become an established means of conducting business. Stanwell allows cardholders to buy goods and services over the Internet, as it offers potential savings in terms of the administrative costs and time required in placing orders with suppliers. However, the Internet also offers increased opportunities for unauthorised and fraudulent transactions to be conducted. In order to minimise risks, Stanwell's maximum limit on transactions conducted over the Internet is \$55 or less (GST Inclusive). If the transaction amount exceeds \$55, the cardholder must seek approval from the Finance Manager. When purchasing over the Internet he/she must ensure that sufficient supporting documentation is obtained to support the transactions. The supporting documentation and the approval must be attached to the credit card statement when the transaction was incurred. Cardholders must also ensure that all Internet purchases are conducted in accordance with this policy and the Queensland State Purchasing policy. This policy can be located under: http://www.qgm.qld.gov.au/policy2000/ssp_main_obj.htm

Private or Non-Company Expenditure

A company credit card will not be used for private expenditure or non-company expenditure. The following are examples of expenditure which are generally regarded as non-company or private in nature and **must not** be incurred on the corporate credit card, unless authorised by the Chief Executive Officer:

- Private travel and entertainment costs (i.e. Personal video hire fees, an employee's retirement function, luncheons or medium-high cost function for recognising employees' efforts);
- Tips or gratuities (unless the employee is travelling overseas for business purposes and it is a custom of the region);
- Dinners/functions at an employees' private residence (unless specifically authorised by a Senior Manager or Executive Manager);
- Tea, coffee or kitchen supplies for employees' personal use;
- Personal grooming expenses;
- Club and lounge membership fees;
- Parking and traffic offences;
- Child minding fees except where special circumstances arise to meet Stanwell's requirements and at the discretion of the Chief Executive Officer; and
- Floral presentations as a gift and floral tributes.



Amd Date 14/05/09

+ + **Credit Card Misuse – Consequences**

Stanwell Corporation Limited reserves the right to require individual cardholders to reimburse the corporation for any expenditure charged to the credit card that is inappropriate, not supported by sufficient or adequate documentation, excessive, or private in nature. Such decisions will be made by the Chief Executive Officer. Serious misconduct may warrant cancellation of the credit card or in extreme cases demotion, dismissal or criminal prosecution.

Cardholders should also be aware that intentional misuse of the corporate credit card, i.e. not using it for business purposes, could amount to criminal theft.

Lost Cards

The Credit Card Administrator should be notified immediately if a Corporate Credit Card is lost or stolen.

The Credit Card Administrator must contact ANZ immediately on 1800 033 844 to cancel the card and arrange for a replacement card to be issued.

In the event that the credit card is lost out of business hours, please contact ANZ directly on 1800 033 844 to cancel the card.

Internal Controls

Stanwell has in place controls to ensure:

- that new cards are signed immediately upon receipt;
- that lost/stolen cards are reported as soon as the loss is noticed;
- that upon cessation of a cardholder's employment or where the card is no longer required, the card is returned promptly to the Credit Card Administrator and a review of outstanding expenses incurred on the credit card is immediately undertaken by the Credit Card Administrator and the employee's manager;
- that Corporate Cards are not used for private expenditure or if this does occur, employees are required to reimburse such expenditure;
- that adequate training is provided to cardholders;
- that all transactions are accounted for correctly;
- that the risk of misuse is minimised, and that all transactions are in accordance with Stanwell's policies and;
- that disputed transactions are reported immediately.

Contacts

For any administration related queries such as new cards, replacement cards, credit card training, increased credit limits, FBT related questions, disputed transactions or coding questions please contact the Credit Card Administrator in Group Procurement.

For after-hours problems such as lost or stolen cards, please contact ANZ directly on 1800 033 844.

Definitions

ANZ: Stanwell's established bank.

Credit Card: is the Business card, which is issued to officers of the Corporation, who have been approved by the Chief Executive Officer to have the use of a corporate Credit Card.



Amd Date 14/05/09

- + + **Credit Limit:** refers to the maximum amount of credit per month permitted on the credit card.
- + **Employee:** a person permanently employed by Stanwell and/or a Director of Stanwell (whom a credit card has been issued to).
- + **Expense Management System:** an automated system to facilitate the recording, reconciliation and approval of Corporate credit card expenditure.

Fringe Benefit (FBT): is a benefit provided to an employee, but in a different form to salary or wages. The benefit includes any right, privilege, service or facility. The tax payable on the Fringe Benefit is paid by Stanwell, not the employee e.g. Entertainment related expenses.

FCM Travel Solutions (FCM): is Stanwell's Travel Booking Provider.

Tax Invoice: must be issued by the supplier in the approved form and must set out the ABN of the entity who issues it and the price for the supply. A tax invoice must be supplied for expenditure over \$55.

Transaction Limit: refers to the maximum amount per transaction permitted to be charged on the credit card. (Note - Splitting of transactions to avoid a higher level of financial approval is against company policy and is not permitted).

Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for approving the application for a new cardholder and for approving amendments to this policy

Chief Finance Officer

The Chief Finance Officer is responsible for final approval of Executive Manager recommendations for increases or decreases to individual's card or transaction limits and liaising with Executive Managers in assessing at least on an annual basis or as required, whether temporary or permanent removal of an individual's credit card is warranted.

Executive Management

Executive Management is responsible for endorsing an employee request for a new card; the continual monitoring and review of the cardholder listing and recommending requests for increases or decreases to individual's card or transaction limits.

Credit Card Administrator

The Credit Card Administrator is responsible for raising the request for a credit card through ANZ once all internal correspondence has been forwarded to them; providing credit card system and process training to new cardholders; following up any queries; maintaining current cardholder listings and sending to Management on a six monthly basis for review; notifying the Chief Finance Officer of any non-conformance with this policy and establishing a strong relationship with Stanwell's ANZ Credit Card Manager.



Amd Date 14/05/09

+ + Credit Card Reviewer/Approving Manager

+ The Credit Card Reviewer/Approving Manager is responsible for reviewing each individual cardholder statement, checking legitimacy of transactions and supporting documentation. They are also responsible for the timely approval of cardholder statements. The Credit Card Reviewer/Approving Manager must be more senior to the employee, and in the case of a Director, must be the Chief Executive Officer or another Director.

+ Employees

+ The Individual employees are responsible for initiating the request for a credit card based on current requirements, using the credit card according to company policies and reconciling their statement using the Expense Management System in a timely manner. They also must submit the completed statement to their Manager for approval in a timely manner.

Communication Plan

At a minimum, this policy and any subsequent updates are communicated via email to the entire corporation. Additional communication may be coordinated by the policy owner.

This policy is available electronically in Hummingbird.

Review

The Board is responsible for approving all policies. At the 22 April 2009 Board Meeting, the Board delegated authority to the Chief Executive Officer to review and amend this Policy (where required).

This Policy will be reviewed by the Chief Executive Officer every twelve (12) months or more frequently as appropriate.

Links

- [HB#761573: Travel - Domestic \(Procedure\)](#)
- [HB#761572: Travel - International \(Policy\)](#)
- [HB#761574: Travel - International \(Procedure\)](#)
- [HB#559696: Delegation of Authority \(Policy\)](#)
- [HB#745350: Delegation of Authority \(Procedure\)](#)
- [HB#560700-Entertainment](#)
- Stanwell Budgets & Costing Philosophy
- State Purchasing Policy
- Office of Public Service Merit and Equity (OPSME) – General Guidelines for Personal Expenses and the Use of Credit Cards

[Return To Top](#)