



Policy Document Administrator	Director of Finance
Policy Document Approver	Finance, Risk, Audit and Compliance Committee
Responsible Body/Person	Financial Accountant
Next Review date	March 2027
Superseded documents	None
Related documents	Financial and Non-Financial Delegations Policy and Schedule Anti-Fraud and Corruption Policy Code of Conduct Policy
Related HE Standards	6.2.1.d
Related National Code Standards	NA

1. PURPOSE

To provide clear guidelines on the use of Company Credit Cards (as defined below), ensuring that internal controls are in place to avoid misuse of these credit cards.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in **bold**.

For purposes of this Policy:

Cardholders are staff who have been issued a Company Credit Card.

Company Credit Card is any credit card that is in the name of the **Australian University of Theology Limited (AUT)** and is issued to an **AUT** staff for the sole purpose of paying **AUT** business expenses.

Credit Card is also the **Company Credit Card**.

Financial and Non-Financial Delegations Policy and Schedule is a summary document that specifies the authorities given to the **Council** and **AUT staff**. This is referred as the Schedule of Delegations in this policy.

Senior Executive is the Vice-Chancellor (VC), the Deputy Vice-Chancellor (Research), and the Chief Operating Officer.

3. SCOPE

This policy applies to AUT staff with approval to use Credit Cards and to the Finance Group who are responsible for implementing the policy.

4. POLICY STATEMENT

AUT recognises the use of a credit card as a common payment method which facilitates greater efficiency in paying business expenses. AUT also recognises that it is unreasonable to expect AUT staff to use their personal credit cards for business expenses. AUT therefore undertakes to provide eligible Senior Executives and other AUT staff with Credit Cards to be used solely for business expenses.

5. POLICY APPLICATION

Eligibility

- 5.1 Company Credit Cards will be available to Senior Executives and other AUT staff with a regular and demonstrated need for the card arising from:
 - a. regular **business travel** to visit affiliated colleges, attend local and international conferences, meetings and seminars;
 - b. **business travel** while on study and professional development leave; and/or
 - c. other **business expenses** that can only be paid through credit cards or are paid through credit card to facilitate the purchase of required goods and services.
- 5.2 The VC is automatically given use of a Company Credit Card.
- 5.3 Company Credit Cards may be issued to other eligible AUT staff (not in their probationary period) in accordance with section 5.1, where issuing the credit card is deemed to enhance operational efficiency. The issuance of a Company Credit Card is not contingent upon the individual being listed in the Schedule of Delegations.
- 5.4 The VC has the discretion to approve the use of Company Credit Cards by other Senior Executives and AUT staff.
- 5.5 Limits for Company Credit Cards are to be approved by the VC, but the limit per card must be advised to the **Finance, Risk, Audit & Compliance Committee (FRAC)** and must not exceed the aggregate limit of the authority given to the VC to approve unbudgeted expenses in the Schedule of Delegations.

Selection of the Company Credit Card

- 5.6 The selection of a Company Credit Card from a range of business credit card options is an operating decision that will be made by the VC, based on the Finance Group's evaluation of offerings from at least three (3) credit card issuers.
- 5.7 The Finance Group should consider the following factors when evaluating and selecting a credit card:
 - a. Wide global acceptance, as staff travel overseas;

- b. Reporting and analysis capabilities for effective financial management;
- c. Strong security features with protection against unauthorised transactions; and,
- d. Reasonable rates, fees, and additional benefits (e.g., insurance and interest-free periods), with these considerations being secondary to the priorities above.

Procurement and Use of the Company Credit Card

- 5.8 **AUT Staff** approved to use Company Credit Cards will complete the requirements of the chosen credit card issuer.
- 5.9 Cardholders must use their Company Credit Card solely for business expenses. Personal expenses must not be charged to the card under any circumstances.
- 5.10 Any accidental use of the Company Credit Card for personal expenses (e.g. a Cardholder unintentionally using the card for a personal purchase) must be reported to the Finance Group as soon as possible. The Cardholder is required to reimburse AUT for the full value of the purchase.
- 5.11 Cardholders without the authority to approve expenses under the Schedule of Delegations must obtain prior approval before using the card.
- 5.12 Cardholders are responsible for using their Company Credit Card in a secure manner, taking all reasonable precautions to protect the Card from unauthorised access or misuse.
- 5.13 Unauthorised transactions must be reported to the credit card provider immediately. These transactions should be disputed promptly and if successful, the credit card provider may cancel the compromised card. In the event of cancellation, the Cardholder must request a replacement card and update any recurring charges linked to the cancelled card.

Review and Approval

- 5.14 Cardholders are required to submit the following monthly:
 - a. all substantiating documents (e.g., tax invoices, receipts, emails, etc.) to the **Finance Group** for any business expenses charged to their respective Credit Cards;
 - b. details on the nature and purpose of the expenses incurred; and
 - c. evidence of approval prior to using the Company Credit Card, for Cardholders without expense approval authority under the Schedule of Delegations.
- 5.15 The **Finance Group** reviews submitted documents for legitimacy and completeness before forwarding the credit card statement, along with the supporting documents to:

- a. The cardholder for their signature, confirming that the expenses on their respective credit card statements are for business purposes; and,
 - b. The **VC** for approval of the expenses on the credit card statements of **AUT staff**.
 - c. A Director with Banking Authorisation for approval of the expenses on the credit card statement of the **VC**.
- 5.16 Approval limits of the **VC** and Directors with Banking Authorisation should be referenced to the Schedule of Delegations. Required level of approvals should be obtained for items that are beyond their approval limits.

Payment and Acquittal

- 5.17 To avoid interest charges or late payment fess, **AUT** will settle outstanding balances by the due date unless a transaction is disputed.
- 5.18 Disputed or unauthorised transactions may still be paid during investigation, with refunds issued upon successful resolution. Authorisers may approve payment for disputed transactions to maintain good credit standing with the credit card company, provided it is within their delegated authority as outlined in the Schedule of Delegations.
- 5.19 Advance payments may be required if the credit limit is nearly exhausted, and the Company Credit Card is needed for business purposes. Any advance payment must be approved in accordance with the Schedule of Delegations, before processing.

Cancellation of Company Credit Cards

- 5.20 A Company Credit Card will be cancelled when:
- a. the Cardholder ceases employment with AUT;
 - b. the Cardholder no longer requires the Card because of a change of duties or position;
 - c. the Cardholder fails to comply with AUT's Credit Card Policy or Code of Conduct Policy;
 - d. there is potential misuse of the Company Credit Card, including unacceptable or inappropriate expenditure.
- 5.21 Where a Cardholder does not comply with the conditions of use of a Company Credit Card or otherwise misuses a card, the AUT may initiate disciplinary action or legal proceedings in accordance with the AUT's Anti-Fraud and Corruption Policy.

5.22

6. QUALITY ASSURANCE

Effectiveness of the policy may be determined through operational efficiencies achieved (e.g., no delays in the purchase of required goods or services, credit card limits not exceeded) and no fraudulent use or misuse of the credit card by AUT staff.

7. RELATED DOCUMENTS AND LEGISLATION

Higher Education Standards Framework (Threshold Standards) 2023

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Audit & Risk Management Committee	10 October 2016	10 October 2016	New document
2	Finance, Risk, Audit and Compliance Committee	17 March 2025	17 March 2025	Use new policy template. Includes the following: • required data in new policy template • include other relevant AUT staff as cardholders • add policy on cancellation of credit cards • update based on current practice • editorial changes to simplify language used in some policy clauses

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