

## Schedule A to Bylaw 09-844

# MUNICIPALITY OF TEMAGAMI MUNICIPAL CREDIT CARD USE POLICY

The Municipality has arranged for credit cards to be issued jointly in the name of the Corporation of the Municipality of Temagami and individual department managers.

The following policy applies to all use of Municipal credit cards.

Municipal credit cards are not to be used for personal travel, or for meals and accommodation while on business travel. For business travel, employees are to pay their own expenses and submit an expense form upon their return for reimbursement of authorized expenses. For planned travel, an advance may be obtained prior to departure, to cover hotel, mileage, and meal allowance. A reconciliation for all expenses should be completed on the return of the employee. Municipal credit cards may be used to book and hold hotel rooms, but are to be paid for by the person travelling as above.

Municipal credit cards are to be used for purchases on behalf of the Municipality, where we do not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Municipality. Municipal credit cards may be used for “Business Lunches”. For a meal to qualify as a “Business Lunch” it must involve a meeting for business purposes with people who are not municipal employees and the meeting has been approved by a supervisor.

Receipts with complete information (eg. GL account number for correct posting, the names of people taken for a business lunch and the purpose of that meeting, etc.) regarding the purchase are to be submitted to the accounting department as received, or at minimum monthly by the 15th of each month. Visa expense report forms are available and may be used when there are multiple receipts being submitted.

If an employee uses a Municipal credit card and does not submit the appropriate receipt, the employee will be liable to the Municipality for the payment of that expense. Credit card accounts will be reconciled monthly – failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

Exceptions to this policy may be made only upon the authorization of the CAO.