



<b>Policy Name:</b>	Corporate Credit Card Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	December 13, 2018
<b>Motion Number:</b>	22-07	<b>Reviewed Date:</b>	February 25, 2022
<b>Policy Number:</b>	SYS-05	<b>Next Review Date:</b>	January 2023

## Purpose

Barrie Public Library (BPL) issues corporate credit cards to staff members to acquire goods and services in a timely and efficient manner.

The purpose of this policy is to:

- Govern acceptable and unacceptable uses and;
- To address the methods and procedures by which BPL staff members will be governed when making purchases with a BPL issued credit card.

## Policy

The procurement of goods and services charged to a credit card, by the Barrie Public Library Board, CEO or any staff members of the Barrie Public Library, shall also be in accordance with the terms of procurement and spending limits as defined in the Procurement Policy and all other applicable Library policies, guidelines and procedures.

Credit card statement submission requirements will be in accordance with the City of Barrie’s Purchasing Card (Pcard) Policy.

## Accountability

A credit card will be issued to staff members whose position requires them to make purchases when urgency is necessary; and/or when another payment method is not otherwise available.

Allocation of a credit card is authorized by the CEO or Director, Business & Development or, in the case of the CEO; approval is by the Library Board Chair.

A credit card may be revoked based on change of assignment. The provision of a credit card is not an entitlement.

The credit card is user specific and the staff member authorized as the cardholder shall be responsible for any transactions made on the card.

Every cardholder has a predetermined spending limit.

Staff members are expected to limit expenditures to established rates while on Library business in accordance with the Meals, Mileage and Travel Expenses Procedure (Appendix A).

Expenditures outside of the established limitations for meals may be approved by the CEO on rare occasions when Library Administration is carrying out Library business with third party persons (vendors, donors, etc.). Such expenses will be approved providing they are reasonable in nature and amount.

Cardholders must ensure there is sufficient budget available before making a purchase, as purchases with insufficient funding will be considered unauthorized. The BPL credit card will not be used:

- For any purchase of goods and/or services that are prohibited under BPL's Procurement Policy and/or;
- When the total purchase price exceeds the purchase limit on the card.

### Spending Authority

The dollar limit for individual purchases and monthly spending limit will be determined by the CEO based upon the expected monthly level of procurement. Any credits/returned merchandise will be credited to the card used for the original purchase.

Transactions will be supported by an itemized receipt.

No cash advances and no cash refunds are permitted.

### Administration and Approvals

Transactions are subject to review by the CEO to ensure compliance with the BPL Procurement Policy. Compliance issues may result in revocation of the credit card purchasing privileges. Credit card statements will be submitted to the CEO or Director with detailed invoices and/or itemized receipts for each purchase including HST.

Credit card statements and supporting documentation must be signed by the cardholder and submitted to the appropriate Director/CEO for approval. The CEO's statement must be approved by the Board Chair.

### Misuse and/or Failure to Fulfill Responsibilities

The cardholder is responsible for immediately reporting loss or theft of the credit card, or any credit card fraud, to the issuing company.

Misuse, or failure to comply with the Library's Procurement Policy or other spending guidelines, including established rates for meals, could result in cancellation of the staff member's authority to use the credit card.

If a staff member improperly uses a Library credit card for any unauthorized transaction, such as for personal use, the costs(s) of such transactions will be the financial responsibility of the staff member and that staff member will be required to reimburse the Library.

## Appendix A

### Meals, Mileage and Travel Expenses Procedure

This procedure outlines allowable travel and meal expenses for both PCard purchases and requests for reimbursement using the Expense Form.

While this procedure addresses the maximum that the Library will pay for travel and meals, staff members may choose to upgrade at their own expense. Any expenses over the limits set below must be paid by the staff member.

#### Meal Rates

Our Corporate Credit Card Policy states that the expense limits for meals shall be adjusted effective January 1st of each year, corresponding to changes in the Canada wide Consumer Price Index.

The percentage change in the Canada wide CPI, in the year 2021, was 4.7%. Therefore, the new daily maximum meal rate effective January 1, 2022 is \$ 98.82. The daily rate includes taxes and gratuity.

The guidelines for each specific meal are as follows.

2022 Meal Guideline (including taxes and gratuity)

Breakfast \$ 21.61

Lunch \$ 30.74

Dinner \$ 46.47

As a reminder, a meal expense is not permitted where meals are provided as part of a business activity such as a conference lunch. For a meal expenses to be approved, staff members must provide an itemized receipt. A credit card slip is not acceptable.

Alcohol expenses are not permitted on PCards or approved for reimbursement.

#### Travel Rate

Travel rates are established annually by the City of Barrie. The approved 2022 reimbursement rate will be 61 cents per kilometre for the first 5,000 kilometres and then 55 cents for each additional kilometre.

#### Transportation

The most economical and efficient mode of transportation should be used as follows:

Economy airfare including all applicable taxes, surcharges and cancellation insurance:

- Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory Library business. Only charges relating to the employee are reimbursable (or permitted on PCard).
- Luggage cost charged by airlines is reimbursable (or permitted on PCard).

Train/bus fare when applicable.

- Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation.
- Where an employee uses their own car for business travel reimbursement will be at the approved Travel Rate.

### Accommodations

Reasonable accommodation expenses where overnight accommodation is required is allowable as follows:

- The accommodation chosen should be the most economical and advantageous to the conduct of Library business.
- Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day.
- Internet charges for business use on hotel bills is allowed. Other incidental expenses detailed on the hotel bill such as movies are not allowable expenses and should be paid for by the employee.