

Index # Title



Regional Board Policy

Policy Name

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| Category: Directors Policies | Policy Number: | Replaces: |
| Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure | Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative | Approved By: <input type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head |
| Office of Primary Responsibility: | | |
| Date Adopted: | Board Resolution Number: | Date to be Reviewed: |
| Manner Issued: | | |

PURPOSE:

To establish policy for issuing Corporate Credit Cards to the Directors of the Cariboo Regional District

POLICY:

That, on request from a Director, the Cariboo Regional District will issue a corporate credit card to facilitate Board approved travel related expenses both within and outside the boundaries of the Cariboo Regional District.

Card use is to be limited to only those expenses identified as reimbursable in the most current version of the Cariboo Regional District Directors' Remuneration and Expenses Bylaw.

Directors will be responsible for the safe keeping of their individual cards.

All provisions regarding the use of corporate purchase cards contained in the CRD Procurement Policy will apply to Director card use.

Card purchase and credit limits will be established by the Finance Department at levels that are sufficient for expected card use.

Card privileges will terminate when the Director no longer wishes to have a corporate credit card, is no longer a Director of the Cariboo Regional District, or through failure to comply with the conditions contained in this or any other policy of the CRD regarding purchase card use.

Timely submission of expense reports will be made using the application in use by the CRD for its corporate purchase card program. The CRD currently uses Concur for processing of expenses and corporate card purchases.

Unauthorized purchases will be recouped through payroll deduction. Activation and use of the corporate credit card will signify the Director's permission to make payroll deductions when necessary.

Continual failure to report expenses or consistent use for unapproved items will result in card privileges being revoked. Restoration of card privileges will be at the discretion of the Board.

POLICY STATEMENT:

On request to the Chief Financial Officer, Directors will be provided with a Cariboo Regional District credit card for the purpose of travel for Board approved business both within and outside the boundaries of the Cariboo Regional District.

***** END OF POLICY *****

| <u>Amended (Y/N)</u> | <u>Date Reissued</u> | <u>Authority (Resolution #)</u> |
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