



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Payments and Approvals		
Title	Corporate Credit Cards	Policy Number (Index-Sector-No.)	11-05-06	Authority	Council
Approval Date:	19 Jan 2015	Effective Date	19 Jan 2015	Last revision date	19 Jan 2015

Purpose:

Holders of City of Corner Brook credit cards must complete an Expense Claim for all expenses paid for on the City credit card.

References:

Approved:

FASC15-12 January 12, 2015.

Regular Council 15-14 January 19, 2015

Detailed Action Required:

In order to ensure the appropriate information is recorded in the financial records of the City all card holders must complete an expense claim for all expenses incurred on their cards. The expense claim form must provide adequate information as to the nature and description of the expense. When employees incur expenses in foreign currency the employee is to report the amount that is listed on their credit card statement, this will recognize the correct exchange rate and ensure accuracy. A separate form should be completed for each group of expenses on the credit card statement. This policy will ensure proper information is coded to the general ledger.

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

MAYOR

1sst.

CITY CLERK