

South Bank Corporation Policy

Corporate Services

SUBJECT: Cabcharge Credit Card and eTICKETS
DATE CREATED: January 2008
REVIEW DATE: January 2009

Purpose

This policy outlines the procedures for the maintenance of Cabcharge credit cards & eTICKETS.

Application

This policy is applicable to all officers whose duties include responsibility for Cabcharge credit cards and eTICKETS in their work unit.

Cabcharge vouchers are no longer available. eTICKETS replace the Cabcharge vouchers.

Procedure

- Officers allocated a Cabcharge Credit Card or obtaining an eTICKET must ensure use is for official purposes only. Cabcharge Credit Card and eTICKETS must not be used for private travel.
- Officers whose duties include the responsibility for Cabcharge packs of eTICKETS in their area:
 - Must ensure that the eTICKET packs are maintained in a secure area and that access to them is restricted.
 - Before handing eTICKETS out, approval must be given by the relevant financial delegate responsible for approving the use of official taxi travel within the limits of their delegation.
 - Ensure that receipts are returned and attached to the spreadsheet/register recording the details of the eTICKET.
 - When the eTICKETS expire, ensure they are destroyed; document the register indicating the action taken; and re order new eTICKETS.
 - Maintain the integrity of the eTICKET register. The register should include:
 - eTICKET number
 - Expiry date of eTICKET
 - Issued by
 - Issued to whom
 - Department
 - Cost centre to be charged
 - Destruction date and signatures of proof of destruction if expired
- Executive Assistant, CEO and the Security Manager are the delegated officers for eTICKETS.
- The Finance Officer (Corporate Services) will reconcile the eTICKET register with the monthly eTICKET summary provided by Cabcharge.
- Lost or stolen Cabcharge Credit Cards and eTICKETS should be reported immediately to the General Manager Corporate Services.