

## 10.3 Travel Card Policy (TCard)

### Policy Statement

It is the policy of the Province of Nova Scotia to offer a corporate Travel Card Program for payment of travel-related expenses, pursuant to the Travel Policy, for employees who travel for government business.

### Definitions

#### **CARDHOLDER**

An employee who is identified by their Manager to be issued a Travel Card (TCard) in the employee's name who shall receive and use the Travel Card in accordance with the requirements of this and other related policies and the Corporate Travel Card Agreement.

#### **TRAVEL CARD (TCARD)**

A credit card issued under an agreement between the issuing banking institution and the Province of Nova Scotia and issued to employees to pay for authorized government work-related travel expenses.

#### **UNAUTHORIZED CHARGES**

Charges or cash withdrawals against a TCard not related to purchasing goods and services for government travel, or made by someone other than the Cardholder, or are not in accordance with the Travel Policy or the Corporate Travel Card Agreement.

### Policy Objective

The objective is to establish a policy to maximize purchasing and payment efficiencies and reduce the risk associated with inappropriate practices through the use of Travel Cards (TCards). The TCard is intended to be used by employees only to pay for travel-related expenses for travel on behalf of the Government of Nova Scotia.

### Application

This policy applies to all civil servants, whose terms and conditions are set out in accordance with the *Civil Service Act* and regulations, who are employed by the Government of Nova Scotia as well as any other employees who have been issued a TCard in accordance with this policy.

## Policy Directives

- Approval for a TCard is based on the need to purchase travel-related expenses such as airfare, meals, rental vehicles, fuel for rental vehicles, accommodations, and other appropriate expenses for approved travel, pursuant to the Travel Policy.
- The Cardholder is the only person entitled to use their TCard and is responsible for all charges made against it.
- Cardholders are responsible for reviewing statements regularly to ensure that all charges are appropriate and accurate, and must report unauthorized charges immediately to the financial institution and Operational Accounting for resolution. Cardholders must notify the banking institution immediately if their card is lost or stolen.
- Cardholders must obtain a detailed receipt or email statement when paying for travel-related expenses with the TCard. Typical details include a description of the item or service being purchased, date of purchase, company name and mailing address, and amount of purchase. A summary receipt without these details will not be accepted for processing.
- TCards may not be used for booking travel arrangements on behalf of other employees or groups of employees.
- The TCard is individually billed and balances must be paid in full by the Cardholder within 30 days of the statement date.
- Employees are responsible for timely payment of TCards and are responsible for paying any interest and financing charges incurred for late payment. Statements are emailed to the Cardholder and their Manager.
- Employees are reimbursed for allowable expenses incurred while on government business by submitting claims for reimbursement through the online travel expense application available on the Government of Nova Scotia Self-Serve Portal or in certain circumstances, through the Statement of Expense Form. The Cardholder will not be reimbursed for late payment fees or interest charges.
- Any use of the TCard for purchases of a personal nature is strictly prohibited. Unauthorized charges or improper use of the TCard will be subject to appropriate disciplinary action, up to and including termination.
- The TCard may be revoked at any time based on a Cardholder's change of assignment or location or as a result of inappropriate use of the Card. The TCard is not an entitlement nor is it reflective of an employee's title or position.

## Policy Guidelines

- Statements are emailed to the Cardholder and their Manager on a monthly basis when charges are incurred. Cardholders can view online transactions and print statements from [www.centresuite.com](http://www.centresuite.com).
- Each TCard has a monthly limit that is set based on the anticipated usage of the card. The card also carries insurance coverage. Details of the insurance coverage can be found in the copy of the Corporate Travel Card Agreement and insurance certificates.
- The TCard should be used for booking and paying for rental cars when used for government business to ensure appropriate insurance coverage. (See Travel Policy).
- Employees undertaking international travel on behalf of the Government of Nova Scotia may provide travel notification to the banking institution.
- Cardholder's Managers monitor card use to ensure compliance with the policy as they approve TCard transactions through the Cardholder's reimbursement claims.
- Cardholders will advise the banking institution of any charges on the statements which are incorrect and if these disputed transactions are not resolved, must contact their Card Coordinator. If the TCard becomes lost or stolen, Cardholders must immediately advise the banking institution and notify the Card Coordinator or Operational Accounting on the next business day.

## Accountabilities

### OPERATIONAL ACCOUNTING

- Processing TCard application forms.
- Providing the Cardholder with the Corporate Travel Card Agreement, a copy of the TCard Policy, and a document entitled Cardholder's Responsibilities.
- Advising Cardholders on the use of TCards.
- Ensuring Managers are aware of and are adhering to the Travel Policy, Corporate Travel Card Agreement, and TCard Best Practices Manual.
- Following Departmental and Corporate Policies and Procedures when faced with misuse of the TCard, such as unauthorized purchases.
- Ensuring TCard use is monitored and audited by reviewing transactions to policies and documenting action taken as needed.
- Refer to the TCard Best Practices Manual for additional guidance.

### **CARDHOLDER'S MANAGER**

- Approving requests for TCards.
- Setting monthly TCard limits for each application based on anticipated usage to minimize liability if lost or stolen.
- Forwarding fully completed applications to Operational Accounting.
- Maintaining control procedures to ensure adherence to appropriate authorization and purchasing practices.
- Adhering to the Procurement, Travel and TCard policies.
- Reviewing and approving monthly transaction logs ensuring statements and receipts are valid and attached, ensuring compliance with corporate policies and procedures before approving.
- Following Departmental and Corporate Policies and Procedures when faced with misuse of the TCard, such as unauthorized purchases.
- Refer to the TCard Best Practices Manual for additional guidance.

### **CARDHOLDER**

- Request a TCard from their Manager to receive approval for the card.
- Signing, understanding, and adhering to the Corporate Travel Card Agreement.
- Safekeeping of the TCard.
- Ensuring receipt of monthly e-statement.
- Following TCard, Travel, and Procurement Policies.
- Obtaining a detailed receipt or email confirmation at time of purchase and reporting any errors or discrepancies on the statement within 30 days to the banking institution.
- Ensuring receipt of monthly e-statement and that the banking institution is paid directly for all charges made against the card. If the card is over 90 days past due, the banking institution will suspend use of the Card.
- Claiming reimbursement for travel expenses promptly to avoid delinquent accounts and taking reasonable steps to ensure the balance on the card is paid in full within 30 days of statement date to avoid accruing interest and financing charges.
- Following accounting processes and deadlines as set by the Cardholder's Financial Services group.
- Reporting lost or stolen cards immediately to the issuing banking institution.
- Refer to the TCard Best Practices Manual for additional guidance.

## Monitoring

Cardholder Managers, Procurement, Operational Accounting, Internal Audit Centre and/or the Office of the Auditor General may carry out audits of any transaction regardless of value.

## Freedom of Information

Expenditures made using a TCard, and their corresponding records, are subject to Nova Scotia's *Freedom of Information and Protection of Privacy Act* and its regulations.

## References

### **CORPORATE ADMINISTRATIVE POLICY MANUAL POLICIES**

- Manual 200, 10.1 Fleet Card Policy
- Manual 200, 26.1 Travel Policy
- Manual 300, 3.1 Sustainable Procurement Policy

*Freedom of Information and Protection of Privacy Act*

Freedom of Information and Protection of Privacy Regulations

### **CORPORATE CREDIT CARDS INTRANET SITE (INTERNAL SERVICES)**

<<https://novascotia.sharepoint.com/sites/ISD/SitePages/FSD%20Corporate-Credit-Cards.aspx>>

- Corporate Credit Card Application form
- TCard Best Practices Guide

## Enquiries

Director, Operational Accounting

Department of Internal Services

(902) 424-6626

---

Approval date: **December 5, 2018**  
 Approved by: **Treasury and Policy Board**

Effective date: **January 5, 2019**  
 Administrative update: **January 23, 2019**

---