Corporate Credit Card Policy

Policy Number: G-04.04.00	Next Review Date: 2028
Approved by: NSRDDA Board	Approval Date: November 3, 2025

1. Purpose

The purpose of this policy is to establish clear guidelines for the use of corporate credit cards issued to the Registrar and the Executive Assistant of the NSRDDA to ensure responsible and transparent spending of organizational funds. This policy applies to all credit card holders and their supervisors.

2. Scope

This policy applies specifically to the corporate credit cards issued to the Registrar and the Executive Assistant of the NSRDDA.

3. Policy Statement

(a) Use of Corporate Credit Cards

Corporate credit cards may be used to facilitate efficient procurement of goods and services for legitimate organizational purposes. They are not to be used for personal or non-business-related expenditures under any circumstances.

(b) Cardholders and Limits

The following individuals are authorized to hold and use a corporate credit card:

- Registrar
- Executive Assistant

Both cards are linked to a single credit card account with a combined monthly credit limit of $30,000. This limit may be reviewed and adjusted by the Finance, Audit and Risk Committee as necessary

(c) Permitted Uses

Examples of appropriate uses of corporate credit cards include:

- Conference registration fees and travel expenses (in accordance with the NSRDDA's Honourarium and Travel Expense Policy)
- Meetings with partners and stakeholders related to the operations of the NSRDDA
- Office supplies and subscriptions
- Catering and hospitality for approved meetings or events

- Approved vendor purchases where invoicing is not practical

All purchases must be directly related to the operations and activities of the regulator and fall within approved budgets.

(d) Prohibited Uses

Examples of prohibited uses include:

- Personal purchases or advances
- Donations or political contributions
- Splitting transactions to bypass limits or approval thresholds
- Payments to oneself or to family members

(e) Receipts and Documentation

Cardholders must retain **original itemized receipts** for all purchases. Each month, the cardholder must submit a completed **expense reconciliation form** with attached receipts to the bookkeeper within **five (5) business days** of the statement date.

The reconciliation must include:

- Business purpose of each expense
- Attestation that all charges are accurate and in compliance with this policy
- Signature of the card holder and approval by the Registrar (for the Executive Assistant) and by the Chair of the Finance, Audit and Risk Committee (for the Registrar)

(f) Review and Oversight

The Executive Assistant's monthly expenses will be reviewed and approved by the Registrar.

The Registrar's monthly expenses will be reviewed and approved by the Chair of the Finance, Audit and Risk Committee.

The bookkeeper will conduct a quarterly review of all credit card statements to ensure compliance.

Any questionable or non-compliance charges will be investigated by cardholders' supervisors and may result in disciplinary action, including revocation of card privileges.

(g) Card Security

Cardholders are responsible for the safekeeping of their credit card and must immediately report loss, theft, or unauthorized use to the bookkeeper, the card issuer and the Chair of the Finance, Audit and Risk Committee.

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(h) Termination or Role Change

Upon resignation, termination or change in role, the cardholder must return the card immediately to the Registrar, or in the case of the Registrar, to the Board Chair, and the account will be cancelled.

4. Monitoring and Policy Review

The Chair of the Finance, Audit and Risk Committee will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

5. Accountability

The Registrar and the Chair of the Finance, Audit and Risk Committee are accountable for ensuring compliance with this policy.