



CNSA Corporate Credit Card Policy

Approved: January 2009
Approved by: National Assembly

1. Authorized User

- 1.1 To ensure good financial management and sound corporate governance, the Administrative Officer and President shall be the sole bearers of the Corporate Credit Card (CCC).
- 1.2 Access to the CCC is based on CNSA Rules and Regulations which grant signing authority over funds, but does not include the VPIER and Director of Communications.
- 1.3 Each CCC will be cancelled upon termination of the cardholder's term of office or if the authorized holder ceases to have responsibilities that require it.
- 1.4 The Administrative Officer shall collect all terminated CCCs in order to be destroyed.
- 1.5 An up-to-date record of Authorized Users, including date of issue/termination and card limit, will be maintained and held by the Administrative Officer.
- 1.6 Authorized Users must operate in accordance with the CNSA Rules and Regulations and are forbidden to use the CCC for transactions that are not previously approved by the CNSA Executive Committee.

2 Limitations

- 2.1 The Upper limit of each CCC shall not exceed \$10,000.
- 2.2 The CCC shall not be used for the withdrawal of cash, even if the intended use is for approved CNSA expenses.
- 2.3 The CCC shall never be used for any type of personal expenditure.
- 2.4 Any expenditure for which supporting receipts are not presented, or has not been pre-approved by the Executive Committee, will become the liability of the cardholder.

3 Intended Uses

- 3.1 The CCC shall only be used for the following types of expenses:
 - 3.1.1 Accommodation bookings and payment
 - 3.1.2 Travel costs (i.e. air, train, taxi etc.)
 - 3.1.3 Conference and Event Registration
 - 3.1.4 Costs related to the CNSA National Conference Program (i.e. texts, assembly packages, travel for workshop leaders, etc.)
- 3.2 The Administrative Officer is able to utilize the CCC for any position-related expenses and meals as per the Travel and Accommodation Policy.
- 3.3 All expenses must be pre-approved by the Executive Committee and must be in accordance with the Rules and Regulations.

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4 Responsibilities

- 4.1 The Administrative Officer shall be responsible for the receipts of monthly statements and payment processing.
- 4.2 The Administrative Officer and President must retain all receipts of transactions and submit them in a timely manner.
- 4.3 Like all financial material, CCC statements and the respective receipts will be surrendered to the bookkeepers for processing.
- 4.4 It is the responsibility of the Administrative Officer to pursue any disputed items with the Credit Card issuer/vendor.
- 4.5 Supervision of the account shall be the responsibility of the Administrative Officer.
- 4.6 If at any time the need to cancel the CCC should arise, it shall be the responsibility of the Administrative Officer.

5 Board of Directors/National Officers Travel Expenses

- 5.1 Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. The Executive Committee or Administrative Officer, and come in writing with reasonable notice, must approve any requests.
- 5.2 In the event that a Board member or Officer has had travel arrangements paid by CNSA up-front and then either:
 - 5.2.1 Resigns from their position before completing travel
 - 5.2.2 Can no longer attend the meeting/conference because of illness
 - 5.2.3 Can no longer attend for any other reason; the following rules will apply
- 5.3 The Board member (or Officer) in question will be responsible for reimbursing CNSA the cost of the paid travel arrangements.
- 5.4 If a suitable replacement can be found for the CNSA Board member (or Officer) at no extra fees/charges, the Board member (or Officer) will not be held financially responsible for the paid travel arrangements.
- 5.5 If a replacement can be found for the CNSA Board member (or Officer) but there are fees/charges for changing the travel arrangements that are already booked, then those fees will be the responsibility of the CNSA Board member (or Officer).
- 5.6 Concerning the above point (5.5), the Board member (or Officer) can also submit a proposal to CNSA's Board of Directors to have covered by CNSA extra fees/charges that apply only to costs in changes of travel arrangements already booked; 2/3 approval majority would be needed from CNSA's Board of Directors for this to apply; in the event 2/3 majority approval is not obtained, the extra fees/charges will not be reimbursed.
- 5.7 In the unlikely event that the replacing individual is unable to attend the meeting/conference after the original travel arrangements have been changed for this (replacing) individual, then the replacing individual (and not the original CNSA Board member or Officer in question) is now responsible for finding another replacement and dealing with any incurred travel costs as stated above.

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