

## CASH PASSPORT CARD PROCEDURES

<b>Section</b>	Finance
<b>Contact</b>	Chief Financial Officer
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### Scope:

The objective of this document is to ensure a clear and consistent understanding of the procedures for issuing Multi-Currency Cash Passport Cards (passport cards) to staff while travelling overseas on Massey University (University) business.

### Procedures:

#### 1. Information for Applicants

An information booklet is provided to staff members including the terms and conditions of passport cards, and procedures for reporting lost or stolen passport cards.

#### 2. Use of Passport Card

All expenditure is to be used for University business only and University policies and procedures will apply.

Use of Passport Cards must comply with Massey University financial policies and procedures at all times, and misuse of the cards will be treated in accordance with the Fraud Prevention Policy.

#### 3. Staff Responsibilities

It is the staff member's responsibility to:

- Sign a declaration upon receiving and returning the passport cards.
- Liaise with the card administrator to ensure correct GL/PR/RM coding of all charges on the card.
- Provide original receipts, including receipts for any cash withdrawals.

#### 4. Application Forms

Please contact Accounts Payable to request an application form for a passport card – email [accountspayable@massey.ac.nz](mailto:accountspayable@massey.ac.nz)

The staff member needs to complete a "Cash Passport Form" including card holder details, the reason passport card is required, and the amount approved (up to a maximum of NZD \$5,000).

For identification purposes the following documentation needs to be attached to the form:

- Approved leave application; and

- Copy of passport or New Zealand Driver's Licence.
- Plus
- Proof of address details (e.g. gas/power/phone statement);
  - Mother's maiden name; and
  - An answer to one multi-choice question (e.g. what is your pet's name?).

All forms are to be completed by the staff member travelling, checked by an administrator and approved by the staff member's Level 4 Manager.

## 5. Reconciliation

A statement is printed from the website by Accounts Payable and forwarded to the card administrator who is required to sign and reconcile all receipts received from the card holder. The expenditure must be signed by the administrator and Level 4 manager. For all missing receipts, a *Credit Card – Missing Receipt Approval* form must be completed.

The signed reconciliation showing statements, receipts, and the passport cards must be returned to Accounts Payable within ten working days of the travellers return. For auditing purposes, original documentation should be sent by internal mail to Accounts Payable, PN902.

## 6. Security

The person to whom the card is issued is the only person authorised to use their passport card and on no occasion may a card holder disclose their card's Personal Identification Number (PIN) to others.

Accounts Payable is responsible for the storage and security of the passport cards. The cards will stay active for three years, and can be re-loaded with currency as required.

Palmerston North staff are to visit Accounts Payable to obtain the passport card. Before the card is issued, the card holder is required to complete a declaration form. On return to New Zealand the card must be returned in person to Accounts Payable along with any leftover cash within ten working days of the travellers return. Accounts Payable will bank the cash and generate the journal crediting the leftover cash amount back to the account code on the original application form.

Staff on the Wellington and Albany campuses will be emailed a declaration form. On completion of the form, passport cards will be couriered to the card holder. A signature will be required on delivery. On return to New Zealand, the card must be couriered back to Accounts Payable.

If the passport card is stolen or lost, this event must be immediately reported to Card Services, phone (0800) 444-691 or online at [www.cashpassport.co.nz](http://www.cashpassport.co.nz). The card administrator and Accounts Payable must also be advised.

### Audience:

All staff



**Related Procedures/Documents:**

[Cash Passport Card Policy](#)  
[Discretionary Expenditure and Gifts Policy](#) (and Procedures)  
[Fraud Prevention Policy](#)  
[Reimbursement of Expenses Policy](#) (and Procedures)  
[Travel Policy](#) (and Procedures)  
[Credit Card Policy](#) (and Procedures)  
[Delegations of Authority Document](#)

**Document Management Control:**

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