



SLS LNC Branch Travel Card Declaration and Guidelines

- If SLS LNC Branch has provided you with a Travel Card, you will be required to use that card when incurring pre-approved expenses as determined and agreed by the Branch Executive.
- The cardholder must acknowledge responsibility for all purchases made with the Travel Card;
- SLS LNC Branch will require the card holder to reimburse SLS LNC Branch to the value of any inappropriate or unapproved expenditures.
- The cardholder is responsible for receiving, printing, and retaining all tax receipts (with ABN numbers where possible) related to purchases made with the Branch Travel Card.
- All receipts must be submitted to the Director of Finance for reconciliation.
- All expenditure charged to a Travel Card is subject to examination by the Director of Finance to ensure it is appropriate and compliant with the conditions stated by the approval issued by the Branch Executive.
- The cardholder is responsible for the safe keeping, of the card which must be kept secure and protected against improper use;
- In the event that the card is lost or stolen, the cardholder must report the loss immediately to Director of Finance.
- If at any time there should be insufficient funds on the Travel Card contact the Director of Finance who will immediately transfer funds required.

Cardholder:

Approved by:

.....
(Please print name)

.....
(Please print name)

Signature:

Signature:

.....

.....

Date:

Date:

Card Number:

Card Return Date: