

NALC Branch 4837

Credit Card Policy

Effective date: Jan 26, 2024

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1. Overview

This policy outlines guidelines and procedures for the use of union-issued credit cards for the NALC Branch 4837 to ensure fiscal responsibility, accountability, and transparency.

2. Scope and Purpose

- a. This policy applies to all employees or authorized user(s)
 - i. Employees are defined as members who are paid by the union but are not considered contractors
 - ii. Authorized user(s) are those given permission to use the branch credit card for authorized union business
- b. The purpose is to define allowable expenses and establish procedures for monitoring and compliance.

3. Authorized Users

Authorized users will be selected by the Executive Board

- a. Based on job duties
- b. The need to use a credit card for union business

4. Authorized Expenses

The following are authorized only uses for the branch credit card

- a. Air, Lodging, and transportation costs for union related travel
- b. Meal cost at authorized meetings
- c. Any other necessary administrative cost related to union business
- d. Any other purchase(s) not listed above require prior approval from the Executive Board.

5. Prohibited Expenses/Uses

- a. Personal use of the union credit card is prohibited.
- b. Cash withdrawals are prohibited.
- c. Personal use of any perks, points, or rewards earned through the use of the branch credit card is strictly prohibited
- d. Any use NOT explicitly authorized in this policy is prohibited.

6. Expense Limits

- a. Meal costs are subject to the limits set forth in the branch bylaws
- b. Air travels costs are limited to the following
 - i. To economy class
 - ii. To negotiated rates provided by the national union
 - iii. To another class as authorized by the Executive Board, but never First Class
- c. Lodging costs are limited to the following
 - i. To shared accommodations

- a) If lodging is shared with an accompanying family member or personal guest, the member will pay for half of the total cost for the accommodation
 - ii. To the negotiated rates provided by the national union
 - iii. To a reasonable limit authorized by the Executive Board
- d. There are no emergency provisions permitted for credit card use.

7. Documentation Requirements

The following are required documentation to verify credit card use

- a. Travel
 - i. Itemized meal receipts
 - ii. Boarding pass for air travel
 - iii. Room folio for lodging
 - iv. Detailed expense report with itemized receipts and documentation
- b. Meetings
 - i. Attendance list
 - ii. Meeting minutes
 - iii. Itemized receipt for any union meetings

8. Monitoring and Compliance

- a. The Financial Secretary WILL NOT be an authorized user
- b. Unopened credit card statements will be handed to the Financial Secretary for review.
- c. The Financial Secretary and Trustees will convene at each membership meeting to review the credit card statements
- d. The credit card usage shall be made part of the Treasurer's Report.
- e. Report any lost or stolen credit cards immediately to the issuing financial institution, the Branch President, and Financial Secretary

9. Violations

- a. Violations of this policy may result in revocation of the credit card privileges
- b. Any unauthorized use shall be paid back to the union immediately

10. Amendments

This policy is subject to change by the Executive Board. Any changes must be approved by the majority of members in attendance at the meeting when the amendment is made. For any questions or clarifications, please contact the Executive Board.