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**Subject:** Corporate Expense Card Policy Update

**Report to:** Thorold City Council

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## Recommendations

1. That the update to the Corporate Expense Card Policy 300-19 **BE APPROVED** to include permissions for the establishment of card limits as approved by the CAO and Director of Finance.

## Key Facts

- Corporate Expense Card Policy has been in place since 2014, and has been modified in June of 2021 and again in December of 2021
- Current parameters of the program are not sufficient in all cases, and result in staff having to use their personal credit cards.
- It is recommended that deviations from the normal card limits be allowed on a case-by-case basis, and only with the approval of the CAO and Director of Finance,

## Budgetary Status

n/a

## Analysis

The Corporate Expense Card Policy 300-19 has been in place since 2014. This existing policy restricts Credit Cards to Managers and Directors and Supervisors only, with Supervisors added in June of 2021, and Administrative employees added in December 2021

We are now finding that there are varying requirements amongst the usage of the cards for employees who undertake purchases on a regular basis and this is resulting in employees having to use their personal credit cards for Corporate purchases.

