

## CASH PASSPORT CARD POLICY

<b>Section</b>	Finance
<b>Contact</b>	Chief Financial Officer
<b>Last Review</b>	February 2017
<b>Next Review</b>	February 2022
<b>Approval</b>	SLT 15/07/125
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### Purpose:

The objective of this policy is to provide guidance on the use of Multi-Currency Cash Passport cards (passport cards) issued to authorised staff while travelling overseas on Massey University (University) business.

### Policy:

Passport cards are for staff members who are travelling overseas on University business, mainly to countries that do not recognise credit cards and/or have any banking facilities. Examples of countries include Iran, South East Asia, remote regions of China, and developing countries.

The person to whom the card is issued is the only person authorised to use their passport card. The use of the card by others is not permitted and on no occasion may a card holder disclose their card's Personal Identification Number (PIN) to others.

Requests for passport cards must be included in the staff members' approved leave application. The request must include the reason as to why the card is required and what it is intended to be used for.

The Head of Department/Institute/School or Director (HOD/I/S), or SLT member to whom the staff member reports, will approve issuance of Passport cards.

Cards can be loaded up to a maximum amount of NZD\$5,000 (the University's insurance limit).

Cash passports are not available for Contractors or casual staff.

### Audience:

All staff.

### Related Procedures/Documents:

[Discretionary Expenditure and Gifts Policy](#) (and Procedures)

[Reimbursement of Expenses Policy](#) (and Procedures)

[Travel Policy](#) (and Procedures)

[Credit Card Policy](#) (and Procedures)



[Delegations of Authority Document](#)  
[Cash Passport Card Procedures](#)

**Document Management Control:**

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Authorised by: Chief Financial Officer  
Approved by: AVC Strategy, Finance, IT and Commercial Operations  
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