

Cabcharge Use - DoH Central Administration

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Functional Sub group Corporate Administration - Purchasing

Summary Specifies when, how and records required to be maintained in the use of cabcharge dockets.

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Dept of Health

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CIRCULAR

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USE OF CABCHARGE – DoH CENTRAL ADMINISTRATION

Concern has been expressed in regard to the level of usage of taxis/cabs by some cost centres, and the method of keeping records associated with Cabcharge. Incorporated hereunder are the revised procedures to be followed by cost centres.

1. When To Be Used

Cabcharge dockets are to be used in the undermentioned situations:

- for officers who cease working overtime or cease work at an hour that does not permit safe travel by public transport e.g. after 8 p.m.
- for official travel when no official vehicles are available and/or use of public transport is not viable due to the location of the place to be visited or the short time available.
- when travelling to and from airports for official travel with luggage and no official vehicle is available.

It is stressed that Cabcharge dockets are only to be used if official vehicles are not available or public transport is not viable. In the Sydney business district the use of public transport is to be preferred due to the high cost of parking official vehicles.

2. Who Can Approve

- Only officers with authority to incur expenditure under Delegation (F10) (page F4.1 Financial Delegations Manual) can approve the use of Cabcharge dockets.
- Cabcharge books will only be issued upon presentation of a purchase requisition signed by an officer authorised to approve expenditure under

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Delegation F10.

3. Process

- The officer requesting a Cabcharge docket is to obtain approval from an officer with the appropriate authority, who initials and dates the docket butt and endorses approved (this is a certification for authority to incur expenditure and performance of service) after the date, passenger, reason and from/to portions of the docket butt are completed. The officer undertaking travel is to initial the docket butt to the effect that a docket has been taken.
- The officer who is undertaking the travel is to complete the **docket** at the end of travel, especially the total amount for the journey, with care to reduce the risk of subsequent alteration of the amount. The officer is to make a note of \$ amount so on return to Branch the amount can be entered on the butt.
- **No tips are to be paid.**
- **The officer who takes a docket or a docket book is, after the travel and return to Central Administration, to enter the time, cost (\$) and any other particulars as required to complete the docket butt.**
- (a) On receipt of the account from Cabcharge the authorising officer checks particulars from Cabcharge docket butt against the account and certifies performance of service and authority to incur expenditure.

or
- (b) **For large centralised accounts**

On receipt of the account from Cabcharge all dockets accompanying the account are to be checked for reasonableness and completeness and matched against the account. The Purchase Unit will reconcile and pay the Cabcharge account, and allocate the costs to cost centres. Each cost centre will receive a copy of the relevant voucher dissection.
- If Cabcharge dockets are being misused or branches are not complying with required procedures the Cabcharge books will be withdrawn and the branches will be required to use petty cash for all cab travel.
- The Purchase Unit is to bring to the attention of branches any unusual amounts charged against Cabcharge.

4. Security

- The Branch receiving the Cabcharge book should appoint an officer (e.g. Branch Manager) to control the issue of Cabcharge dockets.
- Cabcharge books are to be locked away when not in use.
- Officers when travelling are to keep the books secure. If lost, the matter is to be reported immediately to the Purchasing Unit. Cabcharge dockets are basically the same as a credit card and should be treated as such.

5. The Dockets

- Are an accountable document and are listed in the Accounts Branch Accountable Books Register.
- Are pre-numbered and coded to particular branches of the Department.
- Cabcharge books can be obtained from Accounts Branch (Cashier's Office) upon presentation of a requisition signed by an officer authorised to incur expenditure under Delegation F10.
- All used books are to be returned to Accounts Branch (Cashier's Office).

6. Cabcharge Cards

- Cabcharge cards are to be approved for issue by the General Manager, Finance and Commercial Services. Applications are to be supported by the relevant General Manager.

This circular replaces previously issued Information Bulletin 91/46.

John Wyn Owen
Director-General