

monitor their real costs and, ensure that the Department is in a better position to audit taxi coupons kept in SBFH records.

- (2) **Ordering taxi vouchers.** Directors may order taxi voucher booklets from SBFH (cashier's office) either by memo or electronic mail. Such orders must include all the information outlined in the sample memo/electronic mail message presented in Appendix F.

When coupons are issued to RC, SBFH will update the Department taxi coupons inventory, prepare the release form and obtain the signature of the officer responsible for picking up the coupons from the cashier's office (SBFH).

- (3) **Charging to RC Budgets.** When the Director is requesting taxi coupon booklets, a standard cost is charged directly against the Division/RC or appropriate Responsibility Centre/Cost Centre (RC/CC) budget under the Director's responsibility, by SBFH. A unit standard cost is determined for the beginning of the fiscal year, reviewed and adjusted at six-month intervals by SBF.

**8.2.4 Using standardized GC 89 taxi vouchers.** Taxi coupons are considered a negotiable item and must be kept under lock and key. The taxi companies accept no responsibility for misuse of coupons and, therefore, coupons are administered in the same manner as public money under the Treasury Board directives and guidelines. It should be noted that each coupon is for an unlimited amount. Employees are required to account for each coupon registered in his or her name, as noted below. Should a coupon be lost or mislaid, SBF must be notified immediately in writing. SBF will inform the taxi company to prevent fraudulent use; otherwise, recovery must be made from the employee concerned if the coupon is utilized.

- (1) **Distribution.** Taxi vouchers have three parts and are printed in booklets of 25 (refer to Appendix G). The most effective way to use them is as follows:

- (a) **Part 1** – the white top sheet – remains in the booklet for control purposes. If coupons are given out one by one to an employee by the Division administration officer (or equivalent), the officer should: the insert the name of the employee and any known information concerning the trip on the top sheet, detach the remaining two copies, staple them together, and give them to the employee making sure he/she is aware of the procedure for using it;
- (b) **Part 2** – the yellow copy – becomes a receipt which should be returned to the workplace after the employee has filled in the information required, initialled by the taxi driver at the end of the ride. **Taxi drivers must not complete the vouchers.** It is the responsibility of the administration officer to ensure that the first and second copies are matched in the booklet under his custody;
- (c) **Part 3** – the beige card copy – is given to the taxi driver. The company later sends it back to SBF with the invoice as proof of service rendered, and for payment. SBFH will advise the company of billing errors should the dollar amounts billed not match the receipts.

The Division administration officer should maintain used booklets in their filing system for further information and cost analysis.