

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2014

Communications Portfolio

Department of Communications

Question No: 388

Program No. Corporate

Hansard Ref: In Writing

Topic: Diner's Club cards

Senator Ludwig asked:

1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?
2. What is the cost of using diners club to the Government, listed by Government and Agency in fees and other charges?
3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses?
4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers.

Answer:

1. The arrangement with Diners Club is part of a Whole-of-Australian-Government coordinated procurement established by the Department of Finance.
2. There is no cost to individual agencies for provision of Diners Club credit cards, however the use of any credit card may be subject to merchant fees charged by the vendor.
3. An official is eligible for a corporate credit card where the official:
 - is an SES officer; or
 - purchases property or services on behalf of the Department; or
 - travels on official business on behalf of the Department; or
 - is an officer who books travel on behalf of travellers.
4. All card holders have an individual transaction limit of \$9,999. The standard monthly transaction limit for departmental officers is:
 - \$10,000 for Non SES
 - \$15,000 for Executive Assistants
 - \$20,000 for Executive Officers
 - \$20,000 for SES.

Variations to these limits are considered on a case by case basis.