

**Senate Finance and Public Administration Legislation Committee:
Answers to written Questions on Notice Budget Estimates 2014–15
Parliamentary Departments Portfolio
May 2014**

Department	Parliamentary Budget Office
Topic	Credit cards
Senator	Senator Ludwig
Question reference number	138
Type of question	Written

Question

- 1 Provide a breakdown for each employment classification that has a corporate credit card.
- 2 Please update details of the following:
 - a What action is taken if the corporate credit card is misused?
 - b How is corporate credit card use monitored?
 - c What happens if misuse of a corporate credit card is discovered?
 - d Have any instances of corporate credit card misuse been discovered since Additional Estimates in February, 2014?
List staff classification and what the misuse was, and the action taken.
 - e What action is taken to prevent corporate credit card misuse?

Answer

- 1 As at 31 May 2014, the Parliamentary Budget Office (PBO) has four active credit cards held by the Parliamentary Budget Officer, two SES Band 2 Officers, and one SES Band 1 Officer.
- 2 Credit cards are managed in accordance with the PBO's Credit Card Policy and Chief Executive Instruction (CEI) on credit cards. All credit cards are required to be acquitted on a monthly basis to verify all purchases are work related, and card holders are required to maintain appropriate records to meet the requirements in accordance with the policy and CEI. Any suspected misuse of credit cards would be investigated and action taken in accordance with the *Financial Management Accountability Act 1997* and the *Parliamentary Service Act 1999*. Following investigation, any fraudulent activity would be referred to the Australian Federal Police.