

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Supplementary Budget Estimates Hearings February 2014

Communications Portfolio

NBN Co Limited

Question No: 130

Program No. NBN Co Limited

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:

- 1-2. NBN Co and Diners Club do not have an arrangement for a credit facility or provision of travel arrangements.
3. Generally senior managers at general manager level and above are issued with credit cards. Cards are also issued to other staff depending on their circumstances, such as being frequent travellers. Eligibility for a corporate credit card is governed by NBN Co Corporate Credit Card Policy (the Policy).
4. The cards are "limited liability" cards meaning that employees must pay the balances of the cards themselves and seek reimbursement of business expenses from the company. The provider (American Express) issues monthly reports to NBN Co of all credit card use. NBN Co can also access card account details online at any time. As per the policy, employees may be subject to disciplinary action if they misuse the card. Also, the cards issued are employee liability cards, which mean that if expenditure is not approved in accordance with policy or the employee uses it for a personal item; they are personally liable for the expenditure.