

**Senate Standing Committee on Environment and Communications
Legislation Committee**

Answers to questions on notice
Environment and Energy portfolio

Question No: 276
Hearing: Supplementary Budget Estimates
Outcome: Corporate
Program: Corporate Strategies Division (CSD)
Topic: Credit Card - Review of Transactions
Hansard Page: n/a
Question Date: 24 October 2016
Question Type: Written

Senator Gallacher, Alex asked:

Who reviews transactions in regards to all cards?

Answer:

Department of the Environment and Energy

All credit card transactions are processed via the Department's Travel or Expense Management System.

Transactions processed in the Travel System are reviewed by the appropriate delegate; transactions processed in the Expense Management System are reviewed by delegates or designated certifying officers in the Departments Accounts Team.

Both the Travel and Expense Management Systems provide reporting on the status of credit card transactions.