

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

26 February 2014

**Question: AET 907-911**

**Topic: Diners Club Cards (ABS)**

**Written: 5 March 2014**

**Senator LUDWIG asked:**

907. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?
908. What is the cost of using diners club to the government, listed by government and agency in fees and other charges?
909. 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?
910. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;
911. Have any credit cards been issued to ministers or ministers' staff?

**Answer:**

907. After receiving an application, Diners issues both the Diners Club and Citi Mastercard card-in-hands. An individual Corporate Travel System (CTS) account is also established for each applicant.

908. Diners Club

- No transaction fees for travel use (e.g. car hire/hotel/air);
- No fees for issuing a card;
- No fees for cancelling a card;
- No administration fees;
- No annual fee;
- No fees for reports;
- LDC of 3% of the balance when balance is not received in full (\$30 minimum)
- Cash withdrawal fees at ATMs in Australia is 1.75%;
- 0% foreign currency conversion fee outside of Australia

Diners MasterCard

- 1% foreign currency conversion fee on outside of Australia

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909. All staff are required to obtain approval from an Approving Delegate as part of the credit card application process. All staff are required to complete an on-line Credit Card Training Course prior to receiving their card.

Staff must obtain pre-approval for travel, IT and hospitality purchases from the appropriate delegate prior to using their card.

910. The default card limits for departmental staff are as follows:

- \$7,500 for APS1 to EL1
- \$15,000 for EL2 and above.

Both the Diners Club Card and the Citi Mastercard are issued to Departmental staff by a centralised credit card section.

911. No.