

Senate Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Treasury Portfolio
Budget Estimates 2014
3 June to 5 June 2014

Department/ Agency: Treasury Portfolio

Question: BET 1006-1007

Topic: Credit Cards

Reference: Written – 12 June 2014

Senator: Ludwig

Question:

1006. Provide a breakdown for each employment classification that has a corporate credit card.
1007. 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 have 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:

1006. Eligible staff holding a corporate credit card range from APS1 to Senior Executive Levels.
- 1007.
- a. Action is taken in accordance with agency credit card guidelines and employees may be subject to action under the APS values and Code of Conduct. In cases of accidental misuse of personal expenditure staff are required to immediately reimburse the agency. Where it is appropriate, the misuse may be referred to the Australian Federal Police.
 - b. Credit card use is monitored through the monthly acquittal and reconciliation of transactions.
 - c. refer to BET 1007a.
 - d. For the period 26 February 2014 (Additional Estimates) to 12 June 2014, there have been 8 instances where credit cards have been misused. Instances of misuse occurred across all levels.