

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

20-21 November 2013

Question: SBT 733-734

Topic: Credit Cards

Written: 25 November 2013

Senator LUDWIG asked:

733. Provide a breakdown for each employment classification that has a corporate credit card.

734. 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? List staff classification and what the misuse was, and the action taken.
- e) What action is taken to prevent corporate credit card misuse?

Answer:

The following response covers the Treasury and portfolio agencies.

733. Eligible staff holding a corporate credit card range from APS1 to Senior Executive Levels.

734.

- 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 SBT 734a.
- d. Since 7 September 2013, there has been seven instances where credit cards have been misused.
- e. All cardholders must read and sign a credit card agreement. Internal guidelines are provided outlining the appropriate use of Commonwealth credit cards as well as monthly acquittal processes.