

Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2014

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Diner's Club cards**

Question: **214**

Written **Senator Ludwig**

Date set by the committee for the return of answer: 11 April 2014

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;
5. Have any credit cards been issued to ministers or ministers' staff?

Answer

1. The department must use Diners Club credit cards under Whole of Australian Government (WoAG) travel arrangements.
2. The department does not pay any fees to Diners Club for using the credit cards described at question 1 (above).
3. Frequent travellers (those travelling at least 6 times per annum) each have a Diners Club Card-In-Hand (CIH). This criterion for issue of a Diners Club card does not differ between SES and non-SES staff. All travellers with a Diners Club CIH also have a financial delegation to use the card for official travel expenses.
4. Types, limits and issuer details in respect of credit cards on issue to departmental staff are contained in the table below:

Card Type	Card Issuer	Limit
Visa	ANZ	\$ 2,000
Visa	ANZ	\$ 5,000
Visa	ANZ	\$ 10,000
Visa	ANZ	\$ 20,000
Visa	ANZ	\$ 30,000
Visa	ANZ	\$ 50,000
Diners	Diners	\$ 25,000
Diners	Diners	\$ 50,000

5. Not applicable. DPS is a parliamentary department and does not have a Minister.