

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Australian Public Service Commission

**Outcome/Program:** Cross Portfolio

**Topic:** Credit cards

**Senator:** Ludwig

**Question reference number:** 348

**Type of question:** Written

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

**Number of pages:** 1

**Question:**

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. 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:**

1. Currently 99 employees hold a credit card in the Australian Public Service Commission (APSC). The breakdown of classification of credit card holders is shown below:

SES Officers	12
Executive Level staff	63
APS Level staff	24
<b>Total</b>	<b>99</b>

2.
  - a. Misuse of corporate credit card will be investigated through an internal fraud control process.
  - b. Every month the corporate credit card statements are distributed to the card holders who are required to acquit each spending item with matching receipts. The acquitted statement is then reviewed and approved by the card holder's manager.
  - c. If an instance of misuse is discovered, it will be investigated according to the internal fraud control process and appropriate follow-up action will be taken.
  - d. There was no misuse of credit card reported or discovered since Additional Estimates in February 2014.
  - e. Staff members are educated prior to receiving a corporate credit card regarding the appropriate use of Commonwealth Credit Cards. Staff members need to acknowledge their understanding of the appropriate use of credit cards. All corporate credit card statements are prepared and reviewed by relevant managers.