

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2012-13**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Credit Cards

**Senator:** Ryan

**Question reference number:** 36

**Type of question:** FPA, Monday 11 February 2013, Page 115

**Date set by the committee for the return of answer:** Tuesday, 2 April 2013

**Number of pages:** 2

**Question:**

**Senator RYAN:** I understand that you provide 292 corporate credit cards—for lack of a better way of describing it—amongst about 365 staff. I understand that you have a lot of people at the higher level who travel, and about 80 per cent of staff get a corporate credit card.

**Mr McPhee:** Under the previous system, quite a lot of staff had corporate credit cards because our audit team do travel. We only have an office in Canberra these days and so to do work across the country we need to travel. But, under the new travel arrangements, we have tightened up on who has cards. If you like, we can give you an update on that.

**Senator RYAN:** Sure.

**Answer:**

The ANAO operates from a single location in Canberra. Where an Australian Government entity operates outside of the ACT there may be a requirement for audit teams to visit these locations to undertake audit procedures. This can result in a high percentage of ANAO professional staff travelling during any given financial year. To facilitate travel, the ANAO issues staff with a corporate card for the sole purpose of travel related expenditure.

In accordance with coordinated procurement arrangements the ANAO transitioned to the whole-of-government travel card provider, Diners Club Australia, on 3 December 2012. Under the new arrangements, the Diners Club card is to be used for all airline, accommodation and car rental bookings. The new arrangements also make it possible to issue a ‘virtual’ card to staff.

A virtual card allows a credit card number to be allocated to a traveller’s profile in the booking system to facilitate the booking of all flights, accommodation and rental cars without the need of a physical card. However, issuance of a physical card is still required where the staff member incurs other expenses while travelling, such as the use of taxis.

Given the ability to issue virtual cards, the opportunity was taken to reduce the volume of physical cards where practicable. The following table outlines the reduction in physical cards in comparison to the ANAO response at Supplementary Budget Estimates 2012-13 in October 2012:

	APS3	APS4	APS5	APS6	EL1	EL2	SES	Total
October 2012	30	28	32	53	48	74	27	292
January 2013	3	9	6	25	46	68	27	184
Reduction	27	19	26	28	2	6	0	108

Included in the above totals are eight purchasing cards provided to specific corporate staff for the purpose of minor procurement.

The ANAO also holds 39 Diners Club issued MasterCard securely onsite on behalf of employees who undertake international travel. These credit cards are only available to employees during periods of travel.

The ANAO will continually review the effectiveness of these new arrangements and provide physical cards to individuals where there is a demonstrated business need.