

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: 79

Type of question: Written

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

Number of pages: 2

Question:

- a. Provide a breakdown for each employment classification that has a corporate credit card.
- b. Please update details of the following:
 1. What action is taken if the corporate credit card is misused?
 2. How is corporate credit card use monitored?
 3. What happens if misuse of a corporate credit card is discovered?
 4. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 5. What action is taken to prevent corporate credit card misuse?

Answer:

- a. Whole-of-government procurement arrangements require that the Diners Club credit cards are to be used for the payment of all flights, accommodation and rental cars. To facilitate compliance, the ANAO assigns each employee with a unique Diners card number in the travel booking system for payment of these services. The ANAO also issues a physical corporate credit card where an employee:
 - is required to travel on official business and will incur additional costs while travelling, such as taxis;
 - is required to travel overseas. The employee will be provided with a Diners Club issued MasterCard for the duration of the travel; or
 - is employed in the corporate area and business requirements necessitate a purchasing card.

The following table shows breakdown by employment classification of staff issued a physical credit card as at January 2013:

APS3	APS4	APS5	APS6	EL1	EL2	SES	Total
3	9	6	25	46	68	27	184

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

- b. There have been no changes to ANAO credit card policies and procedures since Supplementary Budget Estimates 2012-13.

One instance was identified where an ANAO employee inadvertently used a corporate credit card for personal expenditure of \$92. The employee promptly identified that the incorrect credit card was used for payment and notified the corporate area to arrange reimbursement. The \$92 was subsequently received from the employee the next business day, prior to the ANAO making payment of the credit card account.