

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

Prime Minister and Cabinet Portfolio

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

**Outcome/Program:**

**Topic:** Diner's Club cards

**Senator:** Ludwig

**Question reference number:** 207

**Type of question:** Written

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

**Number of pages:** 2

**Question:**

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:**

Q1. The ANAO is required to use Whole-of-Government procurement arrangements where established. In accordance with mandatory travel card arrangements the ANAO transitioned to Diners Club Australia on 3 December 2012. Under these arrangements, the ANAO is required to use the Diner's card for all airline, accommodation, car rental and travel related expenses.

Q2. The ANAO settles outstanding Diners transactions within 7 business days of receiving a monthly statement. No fees or interest charges are incurred for using Diners Club card services.

Q3. As noted in Q1, the Diners credit card 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 travel credit card where an employee:

- is required to travel on official business and will incur additional costs while travelling, such as taxis; or
- is required to travel overseas. The employee will be provided with a Diners issued MasterCard for the duration of the travel.

The assessment criteria for determining whether an ANAO staff member requires a physical card is applied consistently regardless of staff classification.

In accordance with ANAO's financial delegations, ANAO staff are not permitted to approve their own travel expenses (with the exception of taxi expenditure under \$50). Prior to incurring travel expenditure ANAO staff must seek approval of a financial delegate. In most cases this will be their direct supervisor.

Q4. In relation to Diners Club, credit limits are set at \$10,000 for the purposes of domestic travel expenditure. Where an ANAO Official is required to travel overseas, a higher limit may be approved on a case-by-case basis.

In addition 10 staff have been issued with a corporate purchasing card for minor procurements. These credit limits are established after assessing the business need. The following table outlines the current credit limits established for each of these cards:

Limit	Number of Cards
\$3,000	5
\$5,000	2
\$10,000	2
\$40,000	1

Q5. The ANAO has not issued any credit cards to Ministers or Minister's staff.