

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

Prime Minister and Cabinet Portfolio

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

**Outcome/Program:** Cross portfolio

**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:** 1

**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:**

1. The Australian Public Service Commission (APSC) currently has one 'virtual' diners club account for the payment of Whole of Government Travel arrangements.
2. There is no additional cost to the APSC for using diners club cards.
3. The criteria for staff receiving a credit card is that they have a business need. This criteria does not vary between the SES and other staff. No pre-approval is required for certain classes of expenses. Other classes of expenses do require pre approval.
4. Individual credit limits are based on business needs and can range from \$1,000 to \$20,000. Staff are issued with Visa credit cards through the APSC's transactional banker Westpac.
5. No credit cards have been issued to ministers or ministers' staff.