

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES (ADDITIONAL HEARINGS) 2013-2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Office of the Commonwealth Ombudsman

**Outcome/Program:**

Outcome 1. Fair and accountable administrative action by Australian Government agencies by investigating complaints, reviewing administrative action and inspecting statutory compliance by law enforcement agencies.

**Topic:** Diner's Club Cards

**Senator:** 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 minister's staff?

**Answer:**

- (1) The Whole of Government Travel arrangements are managed by the Department of Finance (Finance). Any enquiries about how the travel card arrangement works should be directed to Finance.
- (2) See above.

- (3) Eligibility for a credit card is based on a business need. The criterion is the same for all of the Office. All expenses require pre-approval as the corporate card is a means of payment not an authority to spend.
- (4) Each credit card has a \$5,000 transaction limit. The credit card is a companion MasterCard issued by Diners Club International.
- (5) The Special Minister of State will answer on behalf of all Prime Minister and Cabinet portfolio agencies.