

**Senate Finance & Public Administration Committee:
Answers to written Questions on Notice Budget Estimates 2013-14
Parliamentary Departments Portfolio**

Department: Parliamentary Budget Office

Topic: Credit cards

Senator: Senator Scott Ryan

Question reference number: 87

Type of question: Written

Question

- a) **Provide a breakdown for each employment classification that has a corporate credit card.**

- b) **Please update details of the following?**
 - **What action is taken if the corporate credit card is misused?**
 - **How is corporate credit card use monitored?**
 - **What happens if misuse of a corporate credit card is discovered?**
 - **Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.**
 - **What action is taken to prevent corporate credit card misuse?**

Answer

- a) The Parliamentary Budget Office has three active credit cards held by the Parliamentary Budget Officer, an SES Band 2 officer and an SES Band 1 officer.

- b) Credit cards are managed in accordance with the PBO's Chief Executive Instruction (CEI) on credit cards. All credit cards are required to be acquitted on a monthly basis to verify all purchases are work related and card holders are required to maintain appropriate records to meet the requirements in accordance with the CEI. Any suspected misuse of credit cards would be investigated and action taken in accordance with the *Financial Management and Accountability Act 1997* and the *Parliamentary Service Act 1999*. Following investigation, any fraudulent activity would be referred to the Australian Federal Police.