

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

Prime Minister and Cabinet Portfolio

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

**Outcome/Program:**

**Topic:** Credit Cards

**Senator:** Ryan

**Question reference number:** 106

**Type of question:** Written

**Date set by the committee for the return of answer:** 12 July 2013

**Number of pages:** 2

**Question:**

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. 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:**

Q1. Whole-of-government procurement arrangements require that the Diners Club credit card 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 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 April 2013:

APS3	APS4	APS5	APS6	EL1	EL2	SES	Total
4	11	9	26	52	71	27	200

The ANAO also holds 42 Diners Club issued MasterCards securely onsite on behalf of employees who undertake international travel. These credit cards are only available to employees during periods of travel.

Q2. Two instances have been identified where an ANAO employee inadvertently used a corporate credit card for personal expenditure. The employees promptly identified that the incorrect credit card was used for payment and notified the corporate area to arrange reimbursement. The amounts were subsequently received from the employees, prior to the ANAO making payment of the credit card account.

There have been no other incidents or changes to ANAO policies since Additional Budget Estimates 2012-13.