

## QUESTION TAKEN ON NOTICE

### ADDITIONAL ESTIMATES HEARING: 13 FEBRUARY 2012

#### IMMIGRATION AND CITIZENSHIP PORTFOLIO

#### (AE12/0135) Program: Internal Product

Senator Humphries asked:

Have any instances of corporate card misuse have been discovered? List staff classification and what the misuse was, and the action taken?

*Answer:*

#### Department of Immigration and Citizenship

The Department currently uses two credit cards, Mastercard for general business expenditure and Diners for travel related expenditure.

- There were 19 cases of accidental misuse of a corporate credit card for the period 1 July 2011 to 31 January 2012.
- There have been no reported cases of fraudulent activity on corporate credit cards for the period 1 July 2011 to 31 January 2012.

#### **Staff classification and reasons for accidental misuse of credit card**

Number of instances	Classification	Reason of accidental misuse
1	APS 4	Personal expense
2	APS 5	Personal expense
1	APS 6	Personal expense
1	APS 6	Purchase of excess baggage
1	BSM	Personal expense
4	EL 1	Personal expense
1	EL 1	Taxi
1	EL 1	Purchase of meals
3	EL 2	Personal expense
1	EL 2	Purchase of meals
2	PMO	Personal expenses
1	PMO	Purchase of meals

#### **Action Taken**

The Debt Management Team issues an invoice to the staff member for the accidental purchase on the corporate credit card. Reminder letters are sent to the staff member, if required. Where repayment has not been received within a reasonable timeframe the card is cancelled.

#### Migration Review Tribunal and Refugee Review Tribunal

MRT/RRT has no recorded misuse of corporate credit cards