

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
SOCIAL SERVICES PORTFOLIO
2013-14 Additional Estimates Hearings

Outcome Number: Cross Outcome - Across Programs

Question No: 136

Topic: Diner's Club Cards

Hansard Page: Written

Senator Ludwig asked:

- 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:

Questions 1 and 2 should be referred to the Department of Finance as that Department has responsibility for Whole of Government travel arrangements.

Department of Social Services

- 3) Credit cards are issued to staff based on business needs not classification level. Pre-approval is required for travel related costs and official hospitality.
- 4) Two types of credit card are issued to Departmental staff: a Purchasing card (Mastercard) for general purchasing and a Travel card (Diners Club International) for travel related costs. The transaction limit for purchasing card holders is \$9,999 per transaction with a monthly limit of \$20,000; the transaction limit for travel card holders is limited to travel expenses pre-approved by the delegate.
- 5) No credit cards have been issued to ministers or ministers' staff.

National Disability Insurance Agency

- 3) Credit cards are issued to staff based on business needs, not classification level. All credit cards are issued by Diners. The standard limit applied to the purchasing cards is \$9,999 per transaction and \$20,000 per month. These limits may vary if a business need is identified.
- 4) The National Disability Insurance Agency does not issue credit cards to ministers or ministers' office staff.

Australian Institute of Family Studies

- 1) The Australian Institute of Family Studies has only one virtual Diners Club card for all Whole of Government Travel arrangements.
- 2) Diners Club levies no fees.
- 3) Not applicable.
- 4) Not applicable.
- 5) Not applicable.