

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

26 February 2014

**Question: AET 484-488**

**Topic: Diners Club Cards (ACCC)**

**Written: 5 March 2013**

**Senator LUDWIG asked:**

484. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?
485. What is the cost of using diners club to the government, listed by government and agency in fees and other charges?
486. 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?
487. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;
488. Have any credit cards been issued to ministers or minister's staff?

**Answer:**

484. The ACCC uses Diners Virtual CTS numbers (ghost cards) to charge back airfares, accommodation and car hire to our Diners account. There is an option to appoint MasterCard cards in hand to any staff member who has a Diners Virtual CTS number already. The ACCC has not utilised this option. We have zero cards in hand from Diners (MasterCard).
485. There is no cost to the ACCC for the use of Diners Club, unless there is a late payment. A late payment attracts a fee of 3% of the total monthly bill. As the ACCC uses the direct debit payment method, it cannot incur this fee.
486. ACCC employees are not issued MasterCard cards in hand from Diners. Westpac issues the ACCC with Visa corporate cards in hand, which are separate from the Diners CTS ghost cards and are not used for travel costs. The criteria for all staff (including SES) to receive these Visa cards, includes demonstrating a requirement for purchases to be made, filling out an application and signing a cardholder agreement and the appropriate delegate (SES) has to sign off on the request for the card in hand. Pre-approval is required for any hospitality, entertainment, and consultancy expenditure. Legal fees, sponsorship, capital and grant expenditure are not permitted to be charged on credit cards.
487. The limits of the Westpac issued Visa corporate credit cards are automatically set at \$5,000 for new cards. If a staff member has requested a higher limit, it is determined by the delegate as to whether this will be facilitated or not. The ACCC has corporate cards and unmarked purchasing cards issued by Westpac.
488. No.