

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
AUSTRALIAN FEDERAL POLICE

**Question No. 243**

**Senator Ludwig asked the following question at the hearing on 24 February 2014:**

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?

**The answer to the honourable senator's question is as follows:**

1. The AFP has adopted the whole of government arrangements with Diners Club. The contract terms sit with Department of Finance.
2. The AFP is not charged account keeping fees by Diners Club. For the costs associated with the whole of government contract please enquire with Department of Finance.
3. All AFP staff who potentially may travel or may be required to make card purchases are encouraged to apply for a Diners card and companion MasterCard. The card application pack details the cardholder's responsibilities in relation to credit card spending and acquittal. All applications require approval by the applicant's executive level supervisor. All applications with non-standard limits require approval from a cardholders SES level supervisor.

All travel requires pre-approval. Diners cards are only used for travel and accommodation. MasterCard is used for all other purchases. All other credit card expenses over \$250 require pre approval. All credit card expenditure requires acquittal and approval after the statements are received.

4. Each staff member who holds a card is issued with a virtual Diners card and a physical MasterCard. These are provided under the whole of government arrangement with Dinners Club and Citibank.

The standard AFP card limits are set at \$10,000 per month (\$20,000 for SES). In addition to the monthly limits the AFP caps cash withdrawals at \$2,000 a day and have a transactional limit of \$5,000 (\$20,000 for SES).

5. No AFP credit cards have been issued to the Minister or his staff.