

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S DEPARTMENT

Corporate

Question No. 175

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 Whole of Government travel arrangements are managed by the Department of Finance (Finance). Any enquiries about how the travel card arrangement works should be directed to Finance.
- 2) Under the Whole of Australian Government arrangement there are no annual membership fees, reporting fees or card administration fees. There is a cash advance fee of 1.75% where this service is used by an Agency. There is also a 1% foreign exchange fee on the MasterCard; there is no foreign exchange fee on a Diners Club card. Any enquiries regarding the cost of using diners club to the government should be directed to Finance.
- 3) All current employees have virtual credit cards as part of the Whole of Government travel arrangements. Physical corporate credit cards are only issued if there is a genuine business need for SES and other levels of staff. The majority of credit cards are used for travel which is approved in advance.
- 4) The standard credit card limit is \$10,000 unless there are compelling business reasons justifying an increase, and approved by the Secretary.

Card types - Diners Companion Mastercard, issued by Citibank on behalf of Diners.

- 5) No