

## Senate Standing Committee on Education and Employment

### QUESTIONS ON NOTICE Additional Estimates 2013-2014

#### Cross Portfolio

Department of Employment Question No. EM0374\_14

Senator Ludwig provided in writing.

#### Question

##### Diner's Club Cards

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 on the arrangements and associated costs with Diners Club for the provision of credit cards covered by the Whole of Australian Government (WoAG) contract managed by the Department of Finance should be directed to that department.

The Department of Employment's staff use departmental credit cards to meet official travel expenses and low value purchasing. As such, all staff required to undertake functions involving travel and purchasing are supplied with a credit card, subject to approval from the appropriate delegate. There is no distinction between SES and other staff.

Pre-approval is required for all activities which result in a charge to the card.

The department is currently reviewing card limits before issuing new cards to staff. The general limit that applied to all cards in DEEWR was \$10 000 per month. Higher limits can be set where there is a demonstrable requirement, subject to approval from the appropriate delegate.

Diners Club is the sole provider of credit cards to the department. Diners Club issues a Diners Club virtual card for travel expenses and a companion Mastercard for all other transactions.

No credit cards have been issued by the Department of Employment to ministers or ministerial staff.