

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Additional Estimates 2013-2014**

Agency - Fair Work Building & Construction

Department of Employment Question No. EM0377_14

Senator Ludwig provided in writing.

Question

FWBC - 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

FWBC's arrangement with Diners Club is in accordance with the Whole of Government Travel Arrangements. FWBC uses the Diners Virtual Card to book flights and accommodation and the Diners Mastercard to pay for meals, incidentals and taxi costs in line with the FWBC travel policy.

Diners cards are requested by staff who are required to travel. Approval to issue these cards and pre-approval for all trips is given by the relevant manager.

Diners card charges since 7 September 2013:

Diners (Virtual Card)	\$ 266
Diners (Mastercard)	\$1,577
Total	\$1,843