SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION LEGISLATION COMMITTEE

2004-2005 BUDGET SENATE ESTIMATES HEARING
31 MAY AND 1 JUNE 2004

EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO

QUESTIONS ON NOTICE

Outcome : Financial Management

Question Number: W017-05

Question:
Senator Marshall asked at *Hansard* page 42:

Are there guidelines for the use of credit cards (in particular how often officers with a departmental credit card can draw down cash and whether there is a limit)?

(a) Is there a different limit depending on the officer?

(b) Can you tell me how many instances cash has been drawn down?

Answer:

Yes, there are guidelines for the use of credit cards.

(a) The limit for drawing down cash from both purchasing credit cards and travel credit cards is generally $500 per week, although some limits may vary depending on the officer's requirements and their delegation. Cash draw downs on purchasing cards are generally used to replenish petty cash floats as required. Cash draw downs on travels cards are used to draw an incidental allowance of $20 per day and to pay for travel expenses where a credit card is not accepted. A formal acquittal is provided for the latter.

(b) In relation to purchasing cards, cash has been drawn down 46 times for official purposes during the period between February 2004 to May 2004. For travel cards, cash has been drawn down 989 times during the period between April 2004 to May 2004, of which 463 transactions related to drawing the incidental allowance of $20 per day.