

**Senate Finance & Public Administration Committee:  
Answers to written Questions on Notice Additional Estimates 2012-13  
Parliamentary Departments Portfolio**

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**Department:** Parliamentary Budget Office

**Topic:** Credit cards

**Senator:** Senator Scott Ryan

**Question reference number:** 91

**Type of question:** Written

**Question**

- a) **Provide a breakdown for each employment classification that has a corporate credit card.**
- b) **Please update details of the following:**
- **What action is taken if the corporate credit card is misused?**
  - **How is corporate credit card use monitored?**
  - **What happens if misuse of a corporate credit card is discovered?**
  - **Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.**
  - **What action is taken to prevent corporate credit card misuse?**

**Answer**

- a) The Parliamentary Budget Office has three active credit cards held by the Parliamentary Budget Officer, an SES Band 2 officer and an SES Band 1 officer.
- b) Credit cards are managed in accordance with the PBO's Chief Executive Instruction (CEI) on credit cards. All credit cards are required to be acquitted on a monthly basis to verify all purchases are work related and card holders are required to maintain appropriate records to meet the requirements in accordance with the CEI. Any suspected misuse of credit cards will be investigated and action taken in accordance with the *Financial Management and Accountability Act 1997* and the *Parliamentary Service Act 1999*. Following investigation, any fraudulent activity will be referred to the Australian Federal Police.