

## QUESTION TAKEN ON NOTICE

### ADDITIONAL ESTIMATES HEARING: 13 FEBRUARY 2012

#### IMMIGRATION AND CITIZENSHIP PORTFOLIO

#### **(AE12/0133) Program: Internal Product**

Senator Humphries asked:

How is corporate credit card use monitored?

*Answer:*

#### Department of Immigration and Citizenship

The Department currently uses two credit cards, Mastercard for general business expenditure and Diners for travel related expenditure.

For both Diners and Mastercard:

- The credit card holder's supervisor is required to physically sight and check credit card statements and all invoices/supporting documentation.
- The supervisor is required to electronically approve the statement in the financial system SAP.
- Employees are required to undertake a course and attain 100% pass mark on a test relating to the policies and procedures in the use of the credit card.
- The cardholders are required to resit the test at the date of the card renewal, which is normally every three years.
- Staff who take leave for more than three months, are required to surrender their card and resit the test on their return.

For Mastercard:

- The supervisor is required to also sign on a coversheet that the review has been undertaken.

For Diners:

- The key control and limit for diners cards is that the cards can only be used for travel related expenditure and merchants are blocked for non-travel related merchants.

#### Migration Review Tribunal and Refugee Review Tribunal

MRT/RRT limits the issue of corporate credit cards to staff. MRT/RRT staff must complete training and understand the guidelines prior to using their card.

Credit card statements are reconciled monthly by the cardholder and authorised by a delegate.