QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES HEARING: 17 October 2011

IMMIGRATION AND CITIZENSHIP PORTFOLIO

(SE11/0059): Internal Product

Senator Humphries (L&CA written) 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 Mastercards:
- 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 go on 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.

Merit Review Tribunal and Refugee Review Tribunal
MRT/RRT limits the issue of corporate credit cards to staff. MRT/RRT has one card for all staff to book airfares. MRT/RRT staff must complete training and understand the guidelines prior to using the card.

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