

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
AUSTRALIAN FEDERAL POLICE

**Question No. 144**

**Senator Ludwig asked the following question at the hearing on 18 November 2013:**

Credit cards

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

**The answer to the honourable senator's question is as follows:**

1. As at 4<sup>th</sup> December 2013, the AFP had 6,109 corporate credit cards issued. Broken up as follows:

AFP Band Level	Credit Cards
2	485
3	1277
4	1420
5	1032
6	469
7	859
8	225
EXEC	259
SES	83
<b>Grand Total</b>	<b>6109</b>

2)

- a) Intentional misuse of a corporate credit card must be reported to AFP Professional Standards to investigate and determine an appropriate course of action.

Accidental personal use of the corporate card must be reported to the appointee's supervisor, who will determine whether the matter is reported to Professional Standards. The appointee must reimburse the AFP as soon as the expenditure is identified and no later than 2 days after corporate

card statements are received. The incident must be recorded as a breach in the quarterly Certificate of Financial Compliance report.

b) All corporate credit card transactions are recorded in the AFP online expense management system - Spendvision. Cardholders are required to acquit all expenditure via Spendvision and cardholder supervisors are required to approve all expenditure via Spendvision. Cardholder monthly statements and acquittal documentation is held centrally by the shared services centre.

c) Intentional misuse of a corporate card is reported to AFP Professional Standards to investigate and determine an appropriate course of action. Accidental personal use must be reported to the appointee's supervisor. The supervisor will determine if the incident should be reported to professional standards. All accidental personal use must be reimbursed as soon as the expenditure is identified and no later than 2 days after statements are received. All incidents of this type must be recorded as a breach in the quarterly Certificate of Financial Compliance report.

d) During the period 7<sup>th</sup> September to 18<sup>th</sup> November 2013, the AFP's Professional Standards unit received nil complaints referring to instances of corporate credit card misuse.

e) All card transactions are recorded in the AFP online expense management system - Spendvision. Cardholders are required to acquit all expenditure via Spendvision and cardholder supervisors are required to approve all expenditure via Spendvision. Cardholder monthly statements and acquittal documentation is held centrally by the shared services centre.

Appropriate use of the AFP corporate card is detailed in the Commissioner's Financial Instructions (CFIs) and National Guidelines relating to using the corporate credit card, Travel, Procurement and Contracting, Offering and Receipt of Official Hospitality and Entertainment and Offering and Receipt of Gifts and Benefits. Prior to obtaining a corporate credit card applicants confirm they understand, acknowledge and agree with these requirements.