

TORQUE
SOFTWARE

LIGHTHOUSE CREDIT CARD CONTROL CENTRE

LIGHTHOUSE BY TORQUE SOFTWARE



CREDIT CARD CONTROL CENTRE

ABOUT LIGHTHOUSE

Lighthouse is a commercial-off-the-shelf software system designed to assist Commonwealth agencies in meeting their obligations under the PGPA Act framework and achieve better practice in areas of Risk, Governance, and Assurance.

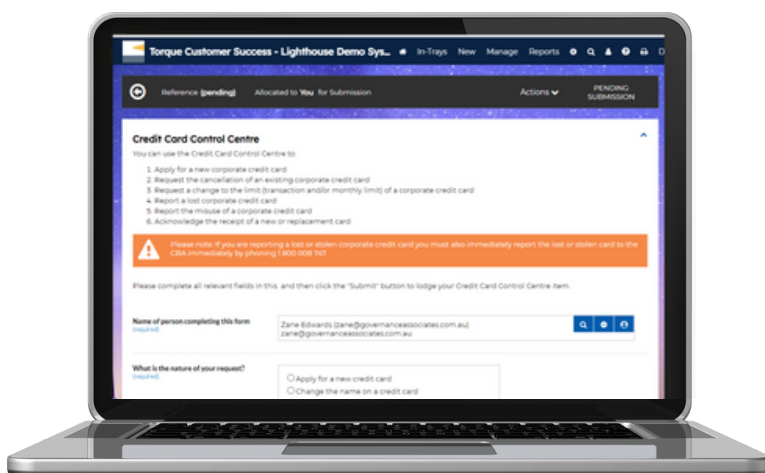
ABOUT LIGHTHOUSE CREDIT CARD CONTROL CENTRE

Lighthouse Credit Card Control Centre is an existing Enterprise Governance Automation process with Lighthouse, which gives you better control of your organisation's credit card usage by providing an organised and centralised tool for all credit card related governance tasks.

BENEFITS

The benefits of Lighthouse Credit Card Control Centre include:

- User-friendly web interface designed for users at all levels
- Fully-configurable to meet your specific credit card control functions and objectives
- Flexible and intuitive reporting, either ad-hoc or scheduled
- Ability to connect directly with your bank or other financial institutions to automate form completion and submission.



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The Credit Card Control Centre interface.

Torque Customer Success - Lighthouse Demo Sys... In-Trays New Manage Reports

Reference (pending) Allocated to You for Submission Actions PENDING SUBMISSION

Credit Card Control Centre

You can use the Credit Card Control Centre to:

1. Apply for a new corporate credit card
2. Request the cancellation of an existing corporate credit card
3. Request a change to the limit (transaction and/or monthly limit) of a corporate credit card
4. Report a lost corporate credit card
5. Report the misuse of a corporate credit card
6. Acknowledge the receipt of a new or replacement card

⚠️ Please note: If you are reporting a lost or stolen corporate credit card you must also immediately report the lost or stolen card to the CBA immediately by phoning 1 800 008 747.

Please complete all relevant fields in this and then click the "Submit" button to lodge your Credit Card Control Centre item.

Name of person completing this form (required)
Zane Edwards (zane@governanceassociates.com.au)
zane@governanceassociates.com.au

What is the nature of your request? (required)

- Apply for a new credit card
- Change the name on a credit card
- Cancel an existing card
- Change the limit on a card
- Report a lost or stolen card
- Report the misuse of a credit card
- Acknowledge the receipt of a new or replacement card

Clear selected answer

CREDIT CARD CONTROL CENTRE

Find Requirement

Conduct of Officials Business Catering/Official Hospitality Credit Cards Procurement

Travel Other

Question	Answer	Instances
Official booked accommodation outside of WoAG policy (AOT). Commonwealth Policy - Accommodation must be booked with the contracted travel company unless the company has advised in writing that they are unable to provide suitable accommodation and the evidence is not attached to the trip request	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official booked flight outside of WoAG policy (QBT). Commonwealth Policy - Flights must be booked through the contracted travel company	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Lowest practical fare was not selected when booking flight. Commonwealth Policy - The lowest practical fare must be selected when booking flights	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Non-SES official booked business class flight. Internal Policy - Non-SES staff must not fly business class	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official booked hire car outside of WoAG policy (Hertz). Commonwealth Policy - Hire cars must be booked with the contracted hire car company unless the company has advised in writing that they are unable to provide a suitable vehicle	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SES official booked business class for short-haul (CBR-SYD/CBR-MEL) flight. Internal Policy - SES must not fly business class on the CBR-SYD or CBR-MEL route unless connecting to a further flight	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official used Uber for unauthorised (non-business related) travel. Accountable Authority Instructions - Uber must only be used for official travel	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official used taxi for unauthorised (non-business related) travel. Accountable Authority Instructions - Taxis must only be used for official travel	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official did not attach sufficient evidence to trip record when claiming PMVA. Enterprise Agreement - Details of current comprehensive insurance, current vehicle registration, and current licence must be attached to the trip requisition when claiming Motor Vehicle Allowance	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Official claimed travel allowance (TA) for non-business related travel. Enterprise Agreement - Travel Allowance (TA) must only be claimed for	<input type="radio"/> Yes <input checked="" type="radio"/> No	


Select the appropriate category of non-compliance and customise questions for users that meet your organisational requirements.

Find Requirement

Conduct of Officials Business Catering/Official Hospitality Credit Cards Procurement

Travel Other

Question	Answer	Instances
Commonwealth credit card transaction was not acquitted within 28 days. Accountable Authority Instructions - Credit card transactions must be acquitted in the expense management system with all relevant documentation attached within 28 days of the transaction	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Commonwealth credit card was used for unauthorised (non-business related) expenditure. Accountable Authority Instructions - Commonwealth Credit Cards must be used for approved business-related expenditure only	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Valid tax invoice was not attached to acquittal (purchase over \$82.50). Accountable Authority Instructions - Tax invoices must be attached to acquittals for all credit card purchases over \$82.50	<input type="radio"/> Yes <input checked="" type="radio"/> No	

 No Non-Compliance identified

Questions can be configured to match each chosen category of non-compliance to ensure a smooth user experience.



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