

Procedure Title:	Travel Advances and Travel Card				
Procedure Number:	DHS-040-008-01	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Requesting a Corporate Travel Card

Step	Responsible Party	Action
1.	Traveler	Obtain a Corporate Travel Card Application and a Corporate Credit Card Agreement form . Complete and forward these forms as instructed.
2.	Financial Services Staff	Process application. Receive card and forward card to traveler.

Requesting a Policy Exception for a Travel Advance

Step	Responsible Party	Action
1.	Traveler	Complete a Travel Advance Request form . May only be used when Travel Card is not available. Send forms to Financial Services.
2.	Financial Services Staff	Notify traveler if disapproved or generate a payment to traveler if approved.

Policy that applies:

[DHS-040-008, Travel Advances and Travel Cards](#)

[Travel Advances and Travel Cards FAQ](#)

Form(s) that apply:

DHS 0050, Employee Assigned Property - [Word](#)

DHS 0825, Travel Advance Request - [PDF](#)

DHS 2408, Corporate Travel Card Application - [PDF](#) or [Word](#)

75.40.03. FO, Corporate Credit Card Agreement - [PDF](#)

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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

