

## Process steps

<b>Title:</b>	ODHSOHA 040-008-01 Travel Advances and Corporate Travel Cards
<b>Related to:</b>	ODHSOHA 040-008 Travel Advances and Travel Cards Policy
<b>Effective date:</b>	08/07/2023

## Purpose

This document provides a step-by-step process for requesting a Corporate Travel Card or travel advance.

## Process Steps

1. An employee who travels two or more times within 12 months completes the corporate travel card application form MSC 2408 and the corporate travel card agreement form MSC 2409 and submits the form to their manager or supervisor.
2. The manager with delegated signature authority for travel claims signs MSC 2408 and MSC 2409.
3. The manager scans and e-mails forms to [OFS.TravelUnit@odhsoha.oregon.gov](mailto:OFS.TravelUnit@odhsoha.oregon.gov).
4. Staff in the Office of Financial Services (OFS) Travel unit:
  - a. Signs the corporate travel card application as the “agency travel card coordinator”.
  - b. Enters the application on-line to the merchant bank.
5. The OFS Travel unit notifies applicant and manager of approval or denial of card when information is received from the bank issuing the card (merchant bank).
6. Upon approval, the merchant bank mails card directly to applicant’s home address.
7. The OFS Travel unit monitors corporate travel card for appropriate use and timely payment.
8. If prohibited activity as outlined in ODHSOHA-040-008 or the corporate travel card agreement is identified, the OFS travel unit:
  - a. Notifies the corporate travel card holder and manager via e-mail.
  - b. Makes determination about whether the card should be suspended, cancelled, or if the user will be reported to human resources for further action.
9. If a corporate travel card is not available or other exception criteria are met, an employee may request a travel advance.
  - a. The employee completes the travel advance request form [MSC 0825](#) in its entirety.
  - b. The employee requests an even dollar advance amount of at least \$75 that does not exceed the expected travel costs.
  - c. The employee obtains their manager’s signature. (Manager must have delegated signature authority for travel claims.)
10. The manager scans and e-mails the signed travel advance request to [OFS.TravelUnit@odhsoha.oregon.gov](mailto:OFS.TravelUnit@odhsoha.oregon.gov) at least 10 working days prior to the first travel date.
11. ONLY the OFS Travel unit shall process travel advances.

12. The OFS Travel unit reviews the request.
  - a. If not approved, the OFS Travel unit e-mails the employee and manager detailing the reason for the denial.
  - b. If approved, the OFS Travel unit processes a payment no more than 10 working days prior to the first date of travel.
13. The employee completes a TRIPS claim within 60 days of the last date of travel including the travel advance number. Expenses and advances not recorded in TRIPS within the 60 days are considered reimbursed under a non-accountable plan and are considered taxable under IRS rules and regulations.

## References

[OAM 40.20.00](#) Travel -- Travel Advances

[OAM 40.10.00](#) Travel – Statewide Travel Policy

[TRIPS](#) Travel Reimbursement Information Processing System

<https://www.irs.gov/forms-instructions>

[SOS Section 166-300-0025](#) Secretary of State Agency General Records Retention Schedules

[OFS Corporate Travel Card Intranet Site](#)

## Forms referenced

[MSC 0050 Employee Assigned Property](#)

[MSC 0825 Employee Travel Advance Request](#)

[MSC 2409 Corporate Travel Card Application](#)

[MSC 2408 Corporate Credit Card Agreement](#)

## Related policies

[ODHS|OHA-040-008-01 Travel Advance and Corporate Travel Cards Process Steps](#)

[ODHS|OHA-040-008-02 FAQ Frequently Asked Questions Travel Advances and Corporate Travel Cards](#)

## Contact

Lorraine Odell

503-569-1949

lorraine.odell@odhsoha.oregon.gov

## Keywords

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