

FAQ's

Policy title:	Travel Advances and Corporate Travel Cards		
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Approved:	Don Erickson, DHS Chief Administrative Officer Kris Kautz, Deputy Director Oregon Health Authority		

Frequently Asked Questions

1. Who must apply for a corporate travel card?

Employees who travel at least twice within 12 months must apply for a corporate travel card. Temporary employees, volunteers, and board members are not eligible.

Note that this is a personal liability card issued for state business. Employees are liable for all charges they make on their corporate travel cards.

2. How does it work?

The employee travels and charges lodging, meals and other travel expenses to the corporate travel card. When travel ends, the employee enters a TRIPS claim to the Office of Financial Services (OFS) for reimbursement. Employee pays the corporate travel card bill directly. The bill must be paid on time and in full to not incur late fees. Late fees will not be reimbursed.

Reimbursement for gas while driving a state vehicle will follow the DAS Fleet Services policy. Airline tickets may not be purchased with the corporate travel card.

3. Can the corporate travel card be used like a personal credit card?

No. It may only be used for *travel-related work expenses while on state business*. You may NOT use the corporate travel card if you are not traveling.

4. What if I have credit problems or concerns about credit card debt?

The corporate travel card limit can be set at lower levels to help you manage your credit. For some employees, a maximum account balance of \$500 is enough to cover travel. Request a reduced limit with your application. No explanation is required. If you already have a card and would like your limit reduced, e-mail the OFS travel unit OFS.travelunit@dhssoha.state.or.us.

5. What if I just use my own credit card for travel?

You may use your own credit card for travel if you do not earn awards such as cash back, frequent flyer miles *or any other rebates that will be awarded to you, the cardholder*. If your credit card has awards, you cannot use the rewards for personal travel. See the [Government Standards and Practices Opinion 01A-1006](#).

6. What about ATM access?

ATM access is not active on the corporate travel card. You may request an exception, in writing to OFS, if you need to have access to cash while on travel.

7. Why is it considered taxable income after 60 days?

Per IRS Guidelines, travel advances and reimbursements not adequately accounted for within the 60 days are considered reimbursed under a non-accountable plan and are considered taxable under IRS rules and regulations. This means TRIPS claims must be entered within 60 days of the last day of business travel in order to avoid taxation on the advance and reimbursement.

References

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

[OAM-40-10-00](#) Travel – Statewide Travel Policy

[TRIPS](#) Travel Reimbursement 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](#)

[Government Standards and Practices Opinion 01A-1006](#)

Forms referenced

[MSC 2409](#) Corporate Travel Card Application

[MSC 2408](#) Corporate Credit Card Agreement

Related policies and procedures

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

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

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