

## Frequently Asked Questions

<b>FAQ Title:</b>	Travel Advances and Travel Cards
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### ***#1. Who can apply for a Travel VISA?***

Employees who travel more than a few times a year should apply for a Travel VISA. Temporary employees are not eligible. The employee and manager should review individual travel needs.

### ***#2. How does it work?***

The employee travels and charges lodging, meals, and other travel expenses such as gas for the employee's car (not state vehicles), to the VISA Travel Card. When travel ends, employee submits expense report to Financial Services for reimbursement. Employee pays VISA bill directly. Visa bill must be paid on time and in full. Late fees will not be reimbursed

**Note:** Gas purchases for state owned vehicles must be reimbursed through DAS Motor Pool.

### ***#3. Can the Travel Visa be used like a personal credit card?***

No. It may only be used for travel expenses. Miscellaneous personal items necessary for travel, while you are traveling, are permitted but will not be reimbursed. You may NOT use the VISA Travel Card if you are not traveling.

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

The Corporate Travel VISA 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, contact Financial Services.

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

Fine as long as you do not earn bonuses such as cash back or frequent flyer miles. This has been determined as unethical. See [OAM 40.20.00](#) and [ORS 244.040 \(1\)\(a\)](#) or the Government Standards and Practices [Opinion 01A-1006](#).

### ***#6. What about ATM access?***

ATM access is not active on the cards. You may request an exception if you need to have access to cash while on travel. Contact Financial Services. Put your request in writing and include the reason for the request.

### ***#7. How do I apply for a Corporate Travel Card?***

Fill out the [Corporate Travel Card Application](#) and [Corporate Credit Card Agreement](#) and follow the instructions. Send both to Financial Services. Be sure to have your supervisor sign both forms.

Keep copies of the forms until you receive your card. Send both to Financial Services for processing

**Policy and procedure(s) that apply:**

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

[DHS-040-008-01, Travel Advances and Travel Card Procedure](#)

**Form(s) that apply:**

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

DHS 2409, 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)

