

## Operational Policy

<b>Policy title:</b>	Travel Advances and Corporate Travel Cards		
<b>Policy number:</b>	ODHS OHA-040-008		
<b>Original date:</b>	02/28/2002	<b>Last update:</b>	08/07/2023
<b>Approved:</b>	Kris Kautz, Deputy Director OHA Seth Lyons, Chief Operations Officer ODHS		

### Purpose

The Oregon Department of Human Services (ODHS) and Oregon Health Authority (OHA) are committed to adhering to the highest standards in the financial management of state funds as it applies to travel. The Office of Financial Services (OFS) is responsible for establishing internal controls including establishing clear roles and responsibilities for issuing travel advances and the use of corporate travel cards for authorized business travel. This policy complies with the Department of Administrative Services (DAS) Oregon Accounting Manual (OAM) 40.20.00. This policy is one in a series that outlines the operational policies and process steps for individuals that travel on state business.

### Description

This policy outlines the expectations on travel advances and corporate travel cards used for authorized business travel.

### Applicability

This policy applies to all ODHS and OHA employees. Other agents of the state, such as volunteers, interns, and board/commission members are not eligible for a corporate travel card or travel advance.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policy, administrative rules, and state and federal laws. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy

1. Employees that travel at least twice within 12 months shall be encouraged to apply for a Corporate Travel Card using the corporate travel card application and corporate credit card agreement.
2. The Corporate Travel Card shall be authorized only for the cardholder's travel-related expenses incurred while on official State business. Any other use, including personal purchases, shall be strictly prohibited, and is considered abuse of the card.

- a. The corporate travel card is a personal liability card issued for reimbursable travel expenses to be used while on state business only.
  - b. Employees shall be liable for all charges they make on their corporate travel cards; therefore, it is important to file a timely travel reimbursement claim to pay off the card each month.
  - c. The cardholder shall be personally responsible for all charges and fees and agrees to pay the balance due in full every month.
3. The traveler's manager or supervisor shall record the corporate travel card information on the asset survey form maintained in the Human Resources tracking system.
  4. Upon separation from ODHS or OHA, the manager or supervisor shall collect from the employee and shred the corporate travel card and e-mail [OFS.TravelUnit@odhsoha.oregon.gov](mailto:OFS.TravelUnit@odhsoha.oregon.gov) notifying them of this action.
  5. If a corporate travel card is not available to the traveler, they may request a travel advance on form MSC 0825.
  6. The ODHS and OHA Directors and the Controller shall have the authority to make exceptions to receiving a travel advance in lieu of applying for a corporate travel card, limited to:
    - a. An employee within their trial service period attending multiple required new employee trainings.
    - b. The employee being denied a corporate credit card.
    - c. A new employee who must travel prior to card being issued.
    - d. There is no other reasonable business alternative.
  7. The minimum travel advance amount shall be \$75.
  8. All travel advance requests shall be in even dollar amounts as close to the actual amount needed. If an uneven amount is requested, the request shall be rounded down to the nearest dollar. For example, a request of \$75.76, will be adjusted to \$75.00.
  9. Registrations shall be paid using a SPOTS card or warrant and shall not be part of the travel advance.
  10. Airfare shall be booked and paid through an ODHSOHA travel coordinator and shall not be part of the travel advance or be made using SPOTS or the Corporate Travel Card.
  11. Mileage reimbursements, unknown incidentals, and other expenses shall not be part of the travel advance.
  12. Meal per diems, lodging, and commercial rental cars may be part of the travel advance.
  13. Detailed estimated expense documentation shall be provided with the travel advance request.
  14. A supervisor or manager with delegated signature authority for travel advances shall approve the travel advance.
  15. OFS shall receive the travel advance request at least 10 working days prior to the first date of travel.
  16. Only the OFS Travel unit shall process and pay travel advances.
  17. The OFS Travel unit may review the quantity of travel advance requests per employee on a biennial basis. Based on this review an employee may be asked to apply for a Corporate Travel Card.
  18. Travel expenses and advances shall be processed in the Travel Reimbursement Information Processing System (TRIPS) within 60 days of the last date of business travel.
  - 19. Travel expenses not adequately accounted for within the 60 days shall be considered reimbursed under a non-accountable plan and are considered taxable under IRS rules and regulations.**
  20. If an employee separates from ODHS or OHA, the agencies shall recoup any outstanding travel advances from the employee's final wages.

## 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 and procedures**

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

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

### **Contact**

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### **Policy history**

02/28/2002: Initial Release

06/11/2015: Updated policy per guidelines in Shared & Central Services Policy Committee: Policy Instructions, writing tips and examples. Updated contact information. Repaired links.

04/01/2020: Updated contact information, cleaned and clarified text, detailed specific travel advance rules.

08/07/2023: Update ODHS language

### **Keywords**

Travel advance, corporate travel card, credit card, travel card, advance, corporate credit card

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