

Policy

Policy Title:	Travel Advances and Travel Cards				
Policy Number:	DHS-040-008	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By:

Date Approved

Overview

Purpose/Rationale:

All travel advances and use of corporate travel charge cards will follow [DAS OAM Travel Policy 40.20.00 PO](#).

This policy applies only to DHS employees and authorized non-state travelers.

Only the DHS Director, Chief Financial Officer and Deputy Chief Financial Officer have the authority to make exceptions. Exceptions are limited to these circumstances:

- Employee has been denied a corporate travel charge card.
- Newly hired employee who must travel prior to card being issued. One time travel for an employee who does not travel regularly.
- Agency management approves an individual exception.
- Exceptions may be granted when it is determined that failure to use the corporate travel card will impede DHS's mission and there is not a reasonable business alternative.

Traveler's Responsibility

- Apply for a Corporate Travel Card.
- Complete a State Corporate Card Agreement before you get the card.
- If a Corporate Travel Credit Card is not available to an employee, complete a Travel Advance Policy Exception Request form and a Travel Advance Request form to obtain a travel advance check.
- These forms should be completed and received by the Financial Services Office at least 7 working days prior to travel.

Financial Services Office responsibility:

- Process the application, receive the card and request the traveler complete a State Corporate Credit Card Agreement form.
- Upon receipt of the State Corporate Credit Card Agreement, mail card to traveler.
- Process approved Travel Advance payments.

Supervisor:

- Record the card on the [DHS 0050, Employee Assigned Property Form](#) and follow instructions for employee assigned property.

Procedure(s) that apply:

[DHS-040-008-01, Travel Advance and Travel Cards](#)

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](#)

Definition(s):

Traveler: A DHS employee or authorized non-state employee traveling on official state business.

See [Finance Common Terms](#)

See Department wide Support Services Policy [Common Terms](#)

Reference(s):

[Travel Advance and Travel Cards FAQ](#)

[DAS Oregon Accounting Manual \(OAM\) Travel policies](#)

[DAS OAM Policy 40.20.00.PO, Travel](#)

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Policy History:

- **Version 1.0:**
 - 02/28/2002 Initial Release

Keywords:

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