

OREGON ACCOUNTING MANUAL


 STATEWIDE POLICY	NUMBER	SUPERSEDES
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Policy Owner Statewide Accounting and Reporting Services	APPROVED SIGNATURE <i>George Naughton, Chief Financial Officer</i> Signature on file	
SUBJECT Travel – Statewide Travel Policy		

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General Provisions

101. **Purpose.** The purpose of this policy is to provide guidelines to state agencies for payment of travel expenses in an efficient, cost-effective manner resulting in the best value for the state.

Travel for official purposes while at a temporary workstation is reimbursable and includes transportation between places of official business, temporary lodging, restaurants, and similar establishments, as required for the subsistence, comfort, or health of personnel. Each agency is charged with the

responsibility for determining the necessity, available resources, and justification for the need for and the method of travel. *Telecommunication instead of travel should be considered when possible.*

102. **Applicability.** This policy applies to state executive, management service, employees represented by AEE, AFSCME, AOCE, CIA, KFAFFA, IAFF, ONA, OSPOA, SEIU and STEA, unrepresented employees, elected officials, members of boards and commissions and authorized non-state individuals traveling on official state business.

For personnel with disabilities, the agency has authority to provide reasonable accommodations during travel on official state business. Decisions regarding specific situations not addressed by this policy shall be made and documented by the agency.

Employee salary/wage issues associated with travel status are not addressed in this policy.

103. **Out-of-state Travel.** Agencies shall limit the number of officers and employees attending the same out-of-state business meeting and, to the extent possible, develop information sharing for reporting and other aspects that have benefits to more than one person and/or agency. Agencies must be in compliance with **ORS 292.230** regarding out-of-state travel. Out-of-state travel is defined as travel from a point of origin in Oregon to a point of destination in another state and returning to the point of origin.

Agency heads are required to approve out-of-state travel or delegate out-of-state travel approval authority in writing to appropriate subordinates. For frequent non-overnight trips out-of-state (i.e. once every other month or more often), it is recommended that agencies keep authorizations on file. The authorizations should cover a specified length of time, which is recommended not to exceed one year, at which point a new authorization should be issued. Agency head pre-approval for out-of-state travel is not required for either overnight or non-overnight travel, but is recommended in the case of overnight travel for internal control purposes.

104. **Policy Exceptions.** Travel Policy exceptions may be approved by the agency head for his or her subordinates on a case-by-case basis to meet agency business needs. Agencies must ensure that sufficient written documentation exists on policy departures and is signed by the agency head. Approvals for permanent policy departures must be approved in writing by the Chief Financial Office. Agency heads are not permitted to approve policy exceptions for themselves. Policy exceptions for agency heads should be approved by the agency deputy director or CFO. If exceptions are made to this policy, agencies have the responsibility to assess the tax liabilities to the employee and process expense claims accordingly.

105. **Personal Expenses.** Reimbursement of personal expenses shall not be authorized for payment at any time. For example, employees will not be reimbursed for parking tickets, lodging safe fees or commuting mileage. Commuting mileage is defined as the distance from the employee's residence to primary workstation.

106. **Agency Paid Expenses.** Every state agency shall try to pre-arrange official state business meetings and have the costs paid directly by the agency when practical. *Travel related expenditures or accommodations paid by or provided by the agency shall not be paid or reimbursed to the employee.* Agencies are not allowed to direct-bill meals to lodging receipts.

107. **Insurance/State Insurance Coverage.** This policy does not necessarily insure state employees have tort, liability and workers compensation coverage. Refer to Department of Administrative Services Risk Management for insurance and coverage issues related to state travel.
<http://oregon.gov/DAS/EGS/Risk/pages/index.aspx>

108. **Employee Moving Expense.** Moving expenses and relocation are not included in the travel policy. Refer to the Department of Administrative Services, Human Resources Services Division Policy 40.055.10, *Current Employee Relocation*, and Policy 40.055.20, *New Employee Relocation*, at <http://www.oregon.gov/das/Policies/40-055-10.pdf> or <http://www.oregon.gov/das/Policies/40-055-20.pdf>.

Compliance and Accountability

109. State agencies must comply with all provisions of this statewide policy. Periodically, the Department of Administrative Services may perform a review of the agency's travel records to ensure compliance with all aspects of this travel policy. The Department of Administrative Services may implement appropriate and progressive sanctions for misuse. All travel claims are subject to detailed audit by the Secretary of State Audits Division. All state employees must comply fully with requests for records and documentation supporting all travel expense reimbursement claims. Public employees may be liable under **ORS 291.990** and **ORS 294.100** for improper use of state funds. Public employees who order, authorize, or cause to be made any expenditure in violation of state statutes, rules, policies or procedures can be subject to fines and penalties and be held personally financially liable for inappropriate expenditures. Employees may be held financially accountable for their policy infractions in accordance with [OAM 10.40.00](#) (paragraphs 109 through 111).

When an agency head or the Director of the Department of Administrative Services determines that the employee or agency head obtained a payment of travel expenses for the employee or agency head by knowingly or intentionally falsifying or misrepresenting an expense item or per diem amount for personal gain, or purposely allowed another person to arrange travel in any manner that does not comply with this policy, the agency head or Director of the Department of Administrative Services may refer the matter to the Department of Justice to seek imposition of a fine under **ORS 291.990**.

Travel Status

110. **Definition.** An individual is on travel status from the time they start from and return to their official (primary) workstation. The primary workstation may be a physical location (i.e. building) for some employees and it may be a district or geographic location for others. With the approval of the agency director or designee, the employee may leave from and/or return to the place of residence or other specified location.

See paragraph 115 regarding the taxability of meal allowances paid in connection with overnight versus non-overnight travel and paragraphs 129 and 130 and Appendix A for private vehicle mileage reimbursement.

Accountable Plan

111. **Definition.** The Statewide Travel Policy has been developed using the Internal Revenue Service (IRS) regulations (Publications 463 and 535) as its primary payment framework. The travel payment methodology used throughout this policy is defined as an accountable plan. By definition, an accountable plan assumes the following IRS criteria have been met:

- All expenses were incurred while on official state business
- Expenses must be adequately accounted for in a reasonable timeframe
- All excess payments or advances must be returned in a reasonable timeframe

Per Diem. The primary basis for payment of travel related expense is per diem. Per diem is the daily amount allowed for lodging (excluding taxes), meals, and incidental expenses. Incidental expenses include *all* gratuities; therefore, employees are not separately reimbursed for gratuities or tips of any kind including, but not limited to, meals and transportation. Payment to individuals on travel status to cover meals and commercial lodging is based on the rates published by the U.S. General Services Administration (GSA) for domestic travel in the continental U.S. For Alaska, Hawaii, and U.S. Territories and Possessions, the per diem is based on rates published by the U.S. Department of Defense. For international travel, the per diem is based on rates published by the U.S. Department of State. (See Appendix A for current rates and paragraphs 134 and 135 for receipt requirements.)

Meals

112. **Meal Per Diem.** The per diem meal allowance is a fixed amount of reimbursement for a meal. It is not reimbursement for the actual costs incurred. Receipts are not required for meals if claiming per diem.

Travel expenses must not be claimed prior to travel taking place and employees must be in travel status to receive a meal allowance.

Occasionally, employees may be reimbursed for actual costs. For example, when personnel attend an official state business meeting where the meal is an agenda item but not included in the fee and the selection and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of that meal. A receipt must be provided (see paragraphs 134 and 135 for receipt requirements). Official state business meetings are defined as two or more employees or persons assembled, for the benefit of the agency, to conduct official state business as authorized by law. Official state business meetings include conferences, training, workshops, testing, seminars and other gatherings to conduct official state business. *Meal per diem allowances for overnight travel are based on where the related lodging takes place.*

Even when a traveler is eligible for reimbursement of actual meal costs, any purchases of alcohol shall not be reimbursed.

113. **Meals Included in Registration Fees.** Meals included as part of the registration fee(s) for a conference, seminar, etc., must be subtracted from the employee's daily meal per diem. Use the following percentages to determine the appropriate amount to deduct:

- Breakfast equals 25% of the allowed daily meal per diem
- Lunch equals 25% of the allowed daily meal per diem
- Dinner equals 50% of the allowed daily meal per diem

114. **Complimentary Meals.** Complimentary meals provided by a hotel/motel do not affect the per diem meal allowance. No adjustment is required.

115. **Taxability of Meal Per Diem.** Meal allowances paid in connection with overnight travel status are *nontaxable* to the employee. Overnight travel status means (1) the employee's duties take him away from the general area of his tax home *substantially* longer than an ordinary day's work and (2) the employee needs sleep or rest to meet the demands of the work while away from home.

Meal allowances that do not involve an overnight stay are taxable income to the traveler.

116. **Meal Per Diem Non-overnight Travel:** A meal per diem is permitted under the following conditions during non-overnight travel:

- a. **Breakfast.** Personnel must be on travel status for two hours or more before the beginning of their scheduled work shift to receive a breakfast allowance (see percentages in paragraph 113).
- b. **Lunch.** No allowance is provided for lunch during non-overnight travel unless the employee is attending an official business meeting and the meal is an agenda item, that was not included in the fee, and the cost and choice of having the meal were beyond the control of the employee. A receipt is required.

Other circumstances may warrant an exception to the provision that no allowance is provided for lunch. The agency director or designee, board member or commission member may authorize such an exception when such payment provides a clear and distinct economic advantage to the agency and is critical and essential to the mission of the agency.

- c. **Dinner.** Personnel must be on travel status for two hours or more beyond the end of their scheduled work shift to receive a dinner allowance (see percentages in paragraph 113).

117. **Application of Meal Per Diem Rates.** Meal per diems for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times. Apply the percentage to the appropriate meal rate.

<u>Initial Day of Travel – Leave:</u>	Prior to <u>6:00 AM</u>	6:00 AM to <u>Noon</u>	12:01 PM to <u>6:00 PM</u>	After <u>6:00 PM</u>
Meal Allowance Percentage	100%	75%	50%	25%
<u>Final Day of Travel – Return:</u>	Prior to <u>6:00 AM</u>	6:00 AM to <u>Noon</u>	12:01 PM to <u>6:00 PM</u>	After <u>6:00 PM</u>
Meal Allowance Percentage	25%	50%	75%	100%

118. **Multiple Locations During Overnight and Non-overnight Travel.** A single per diem rate is used for an entire day. During overnight travel, if the employee travels to more than one location in one day, the per diem rates for each day are the rates for the location in which the traveler will spend the night. *However, on the final day of travel, the per diem rates are the rates for the location in which the traveler last stayed the night, prior to returning to their official workstation and/or home.* When travel in a single day (non-overnight travel) is to multiple locations (meaning, more than one work destination), the highest per diem of the multiple locations is used.

Lodging

119. **Commercial Lodging Expenses.** Lodging expenses are reimbursed at actual cost up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality.

Employees may “double up” in a room in order to save the state money or for efficiency. A single employee is allowed to be reimbursed under these circumstances but the transaction must be thoroughly documented for audit purposes and the separate expense claims must cross-reference. Agencies must ensure that the maximum reimbursed on a per employee basis does not exceed the allowable rate.

Lodging taxes are not included in the continental U.S. per diem rates. Therefore, lodging taxes paid by the employee are reimbursable as a miscellaneous travel expense. In addition, lodging taxes are not included in the U.S. Department of Defense per diem rates for lodging in Alaska, Hawaii, and the U.S. Territories and Possessions. However, lodging taxes are included in the U.S. Department of State per diem rates for lodging in foreign countries. Receipts are required for lodging and lodging taxes.

Credit card surcharges are not included in lodging per diem rates. Such fees are reimbursable as a miscellaneous travel expense. Receipts are required for credit card surcharges.

Certain lodging establishments may charge “hospitality fees” or “resort fees” that are beyond the control of the employee. These types of fees are reimbursable expenses.

Exceptions to the published lodging per diem rates are allowed. Exceptions to lodging rates must be accompanied by documentation and receipts. For example, if personnel attend a conference or meeting and stay at an official hotel/motel, as defined in the conference or meeting registration or agenda for that conference or meeting, and the lodging cost exceeds the per diem for that location, the reimbursement of actual lodging expenses is allowed. This reimbursement is conditioned upon the performance of an effort to find lower cost lodging as described below. Should the conference hotel rate be authorized, the Travel Expense Detail Sheet must include documentation of the official conference hotel designation and a copy of the hotel bill.

If the cost of an official conference or meeting hotel exceeds the lodging per diem rate for that location, agencies are obligated to make and document an effort to (1) lodge employees at the lowest conference hotel room rate available at the published conference/meeting facilities or (2) lodge employees at an alternative lowest cost hotel/motel within close proximity (1 to 2 block radius) to the primary conference/meeting facility. Traveler safety is a factor to be considered in the evaluation of an alternate lodging facility.

Agency heads or designees have the authority to approve lodging reimbursements higher than established per diem rates under other unusual conditions (for example, when an event, occurrence, emergency or

other valid situation prevents a state employee from securing a room within reasonable proximity and within the per diem for that location).

Any approval to exceed lodging rates is to be made on a case-by-case basis, thoroughly documented for audit purposes, and signed by the agency head or designee.

120. **Non-commercial Lodging Per Diem.** The intent of the non-commercial lodging per diem is to reimburse travelers using their personal travel trailer, motor home, tent, time-share, second home, or staying with friends or family members and should result in an economic benefit for the state. Whether for short or long-term travel, within or outside of Oregon, the daily per diem for all non-commercial lodging is \$25. It is intended that the non-commercial lodging per diem apply for any overnight stay away from home that does not take place in a commercial lodging establishment and which is provided by the employee. Even though an enterprise may have the appearance of a commercial lodging establishment (for example, a KOA campground), the facilities are still reimbursed at a daily rate of \$25.
121. **Personal Telephone Calls.** Personal telephone calls to immediate family members or significant others within the continental U.S. to confirm the traveler's well-being while on overnight travel status are allowed. As an example, employees may be reimbursed for one (1) phone call home on the first day of travel and every other day for a five (5) to ten (10) minute call or similar amount over the travel period. When authorized by the agency, employees will be provided access to state phone cards or state phone card numbers. When state phone cards are not available or the employee does not charge the call to his/her hotel room, employees shall provide receipts. Personal telephone bills reflecting the eligible calls made during travel status can serve as a receipt.

Transportation Methods

122. **Selection of Modes of Transport.** Each agency must select the method of transportation most advantageous to state government, when cost and other factors are considered. The travel should be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee's duties. In addition, agencies should consider energy conservation, total cost to state government (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.
123. **Authorization of Transportation Method Required.** The method of transportation must be authorized either verbally or in writing (in writing, if authorizing the use a personal vehicle to conduct state business) in advance by the agency director or designee. This provision does not provide justification for using a private vehicle for state business rather than a state owned vehicle. Private vehicle usage is subject to the restrictions and uses contained in *Statewide Fleet Management Policy* [107-011-040](#) for state vehicles. The *Statewide Travel Policy* stipulates the reimbursement rate for private vehicle mileage (see Appendix A). Private specialty vehicles, including motorcycles and private off-road vehicles, shall not be used for state business except to the extent an agency determines that necessary state business cannot be reasonably accomplished without the use of the private specialty vehicle. See [Oregon Administrative Rule \(OAR\) 125-155-0000](#).
124. **Airline Ticket Purchases.** Refer to appropriate price agreements. All personnel shall fly coach class regardless of funding source unless the difference is paid from the traveler's personal funds.
125. **Use of Rented Vehicle.** Vehicle rental fees are reimbursable. Drivers must have a valid current driver's license for the class of vehicle driven. State personnel will normally rent compact or compact-size economy vehicles. Refer to DAS Risk Management for insurance information on rented vehicles. Refer to appropriate price agreement.
126. **Use of the Most Direct Route.** Distances between points traveled will be as shown in standard highway mileage guides, in the Department of Transportation's official mileage table or by odometer readings. MapQuest and other mapping software are acceptable mileage guides. For any out-of-state trips between points where scheduled airline service is available and where personnel are combining official state travel with a holiday, weekend trip, vacation or other personal travel, payment will be based on the cost of round-trip coach airfare and the meal and lodging per diems to which personnel would have been entitled while

traveling by air or by the least expensive reasonable means of travel. Mileage to and from the air terminal normal to the departure may also be allowed.

When combining personal travel and state business travel, baggage and luggage fees should be allocated accordingly and be reasonable under the circumstances.

Agencies must ensure that employees combining business and personal travel are well informed and cautioned that substituting non-refundable airfares for fully refundable city pair airfares may result in a liability to the employee, should the reason for the business travel be cancelled. Furthermore, agencies must always use the state's contracted airfare provider for all business-related air travel even when combining personal business with state business. If the contracted provider cannot meet the needs of the traveler or the agency, the agency must follow the appropriate contract-release procedures. Employees leaving on vacation prior to the business event will become responsible for all costs should the business event be canceled at a point that all reservations could have been canceled resulting in no cost to the agency.

Provisions for Elected Officials and Members of Boards and Commissions

127. Elected officials are encouraged to use per diems for meals and lodging, but may opt to claim reimbursement for actual and necessary travel expenses incurred in the performance of official state duties. Except as otherwise provided by law, members of state boards and commissions, including those individuals employed in full-time public service, are entitled to receive reimbursement for actual and necessary travel expenses incurred in the performance of official state duties. Gratuities are permissible if reasonable and not excessive and need to be documented on the receipt. If an official is reimbursed using the meal per diem allowance in lieu of actual expenses, gratuities are not separately reimbursed.

As noted in paragraph 112, purchases of alcohol shall not be reimbursed.

See paragraphs 134 and 135 for receipt requirements.

Provisions for Authorized Non-State Individuals Including Volunteers

128. Agencies may authorize payment, either directly or indirectly, for costs of meals, lodging and transportation for authorized non-state individuals, including volunteers, even when there is no overnight stay. Payments for travel expenses must be authorized in advance in writing, unless the non-state individual has previously been approved to travel by virtue of an approved description of job duties that include travel. Examples of non-state individuals are a member of a state advisory committee, an intern, an agency volunteer, a job applicant, or a student traveling on official state business.

Authorized non-state individuals are usually paid based on per diem rates, but in unusual circumstances, the agency may reimburse actual and necessary expenses. All reimbursements for actual and necessary expenses will require receipts. See paragraphs 134 and 135 for receipt requirements.

In the case of volunteers, the cost of meals where there is no overnight stay and no official state business meeting (see paragraph 115) is reportable as income.

Volunteers are eligible to receive a mileage reimbursement of up to the GSA rate, as identified in Appendix A. As long as the reimbursement is handled through an accountable plan, there are no tax consequences related to the reimbursement. See paragraph 111 for information on an accountable plan.

Personal Service Contractors. If an agency chooses to reimburse travel expenses as part of the compensation to a personal service contractor, there must be a provision in the personal service contract establishing rates for travel reimbursement, provided the authorized travel occurs. Requirements of this policy, or more stringent agency requirements, must govern any travel reimbursements to personal service contractors. See [OAR 125-246-0000](#).

Private Vehicle Mileage Reimbursement

129. **Private Vehicle Mileage.** Private vehicle mileage reimbursement is allowed for travel on official state business based on the most direct route as follows:
- a. Between a traveler's primary workstation and a temporary workstation;
 - b. Between a traveler's primary workstation and another primary workstation;
 - c. Between temporary workstations;
 - d. Between a traveler's residence and a temporary workstation, less an amount for commuting mileage. (See Appendix C for definitions and examples.) However, agencies are not required to deduct commuting mileage under the following limited circumstances:
 - When an employee normally commutes by bus, carpool, MAX, or other non-personal vehicle.
 - When travel is between an employee's residence and an airport, bus terminal, or other common carrier.
 - When the employee leaves or returns to his/her residence during overnight travel.

If an agency determines that the deduction of commuting mileage interferes with the agency's stated mission or does not provide a cost-benefit to the agency, the agency head or designee may authorize an exception to the policy on a case-by-case basis as outlined in paragraph 104 above. The justification for the policy departure should be documented and kept on file for audit purposes.

Commuting mileage includes no more than one round trip to the workstation per day.

See Appendix A for private vehicle mileage reimbursement rates.

130. **Insurance Requirements.** As outlined in [Oregon Administrative Rule 125-155](#), drivers (which include employees and volunteers) are responsible to provide their own proof of legally adequate insurance for all uses they make of private vehicles and vehicles they rent for any mixture of state and personal uses. If requested, DAS Risk Management Services provides certificates of self-insurance coverage for rental vehicles that are used exclusively for official state business. In addition, mileage reimbursement is the only amount that the state or its agencies shall pay to any driver for use of his or her private vehicle on state business. The state may not pay a driver for damage to his or her vehicle or for deductibles or increased insurance rates due to an accident occurring while on state business.

Additional information on insurance requirements, authorized drivers, and other related resources can be obtained from DAS Risk Management Services' website titled "Driving Overview":
<http://www.oregon.gov/das/Risk/Pages/Ovdrvng.aspx>

Travel Expenses Paid or Reimbursed by Outside Entity

131. Agencies are charged with the responsibility of scrutinizing travel paid or reimbursed by outside sources to ensure that the travel is in line with the agency's mission, that the offer does not conflict with **ORS 244.040**, and that the travel does not constitute luxurious travel. Such travel must be approved by the agency head or designee. In the case of an agency head, travel being paid or reimbursed by outside sources must be approved by the agency head's immediate supervisor or by the agency deputy director or CFO. Outside sources are entities outside of state government. (See paragraph 133 for Travel Involving Two State Agencies.)

Personnel are not allowed to receive travel expense reimbursement directly from outside sources for travel that occurs while on official state travel status. Payment must be made to the agency or to travel vendors.

Certain federal agencies reimburse travel exclusively via ACH transactions to the bank account of the traveler. If an employee receives an ACH deposit directly to their account, the employee is required to remit

a check to the state for the amount of the deposit and provide documentation of the amount transferred to them. The employee is then reimbursed per state policies. State agencies are required to make a proper accounting of these transactions on the state's accounting system to reflect appropriate expenditures, revenues, and to demonstrate budgetary compliance. Agencies may allow pay advances to employees who are waiting for reimbursement of any personal funds used for federally sponsored travel. The pay advance may be approved by the agency at any time during the process.

In addition to travel reimbursed by outside sources directly to the state or the employee, state travel may also be paid by outside sources directly to travel vendors. The federal government is presumed to be an outside source whose invitation and payment of travel to travel vendors does not conflict with **ORS 244.040**.

If an outside vendor, including the federal government, is making the travel arrangements and purchasing the airfare without the involvement of state funds, there is no violation of the state's airfare contract.

132. **Record of Expenses and Revenues.** Agencies are to record all travel expenses paid by the agency even when reimbursements are received from outside sources, including the federal government, against appropriate legislative appropriations/limitations. However, when travel expenses are paid directly to vendors by outside sources (not paid by the agency), such expenses are not recorded in the agency's accounting records.

Agencies are to record all travel reimbursements received from outside sources as revenues and deposit moneys received in miscellaneous receipts.

Travel Involving Two State Agencies

133. When an employee of one agency (Agency A) travels on official state business for another agency (Agency B), the employee's travel claim shall be approved by both agencies, but the reimbursement to the employee will be processed by the employing agency (Agency A). This process will allow the employing agency to properly handle any taxability issues, will result in only one agency initially recording the travel expenses, and will reduce the possibility that the travel claim could be erroneously processed in duplicate. Agency A may seek reimbursement from Agency B for the travel expenses. This reimbursement must be recorded as a reduction of expense. Agencies should coordinate for accurate processing of the reimbursement transaction. This provision does not apply to situations involving federal grants where federal funds are moving between two agencies, which must be accounted for in accordance with [OAM 15.42.00](#), Federal Grants (see paragraph 113).

Receipt Requirements

134. **Meals and Lodging.** Receipts for lodging, lodging taxes, and surcharges on lodging are required.

Receipts for meals are not required if the traveler is claiming the meal per diem.

Receipts for meals are required under the following conditions: conference exceptions as described in paragraph 112, elected officials and members of boards and commissions as described in paragraph 127, non-state individuals including volunteers as described in paragraph 128.

A credit/debit card payment slip does not constitute a receipt. A receipt should include the vendor, amount, date and itemized description of the item or items purchased.

135. **Other Receipt Requirements.** Receipts are required for other travel expenses that individually exceed \$25. Credit card receipts are valid provided they contain complete details of the purchase. When any receipt is unavailable or lost, a written statement is required, signed by the claimant providing the reason(s).

Supplies - Any expenses claimed by the employee for the purchase of business supplies and miscellaneous items must be accompanied by a receipt, regardless of the amount. Agencies should encourage employees to become familiar with price agreements and not purchase supplies that are available on price agreement.

Credit card surcharges - Credit card surcharges added to purchases of business supplies and miscellaneous items are reimbursable expenses. Receipts are required.

Phone - Receipts are required for all phone reimbursements. Official local or long distance business phone calls are a reimbursable expense. Any associated hotel access charges are also reimbursable. Receipts should show the date of the phone call, minutes used, and cost.

Personal cell phone - Reimbursement for personal cell phones for official business use while on travel status is permitted with documentation showing date and minutes of business call and appropriate computation of the cost per minute calculated by any method that results in the lowest cost per minute to the state.

Baggage and luggage fees - Baggage and luggage fees are a reimbursable expense. Agencies and travelers should consider the extra fees charged by the airlines prior to making their travel arrangements and plan accordingly. When combining personal travel and state business travel, baggage and luggage fees should be allocated accordingly and be reasonable under the circumstances.

Overpayments

136. When any employee receives a payment of any travel expense that exceeds any amount authorized by this policy, or arranges for travel for another person in any manner that does not comply with this policy, the head of the employee's agency shall collect or recover from the employee the amount of payment for travel that exceeds the amount authorized by this policy.
137. When any agency head receives a payment of any travel expense that exceeds any amount authorized by this policy, or arranges for travel for another person in any manner that does not comply with this policy, the Director of the Department of Administrative Services may collect or recover from the employee the amount of payment for travel that exceeds the amount authorized by this policy.

Travel Forms

138. An employee uses the *Travel Expense Detail Sheet* to itemize travel expenses. The employee must indicate his/her official workstation, the specific reason for travel, and the travel dates and attach the supporting receipts. The form must be signed by the employee and approved by the authorizing supervisor or manager.

Except for the situation described in paragraph 119 in which an agency reimburses a single employee for "shared lodging," an employee may not report travel expenses incurred by someone else.

For travel claims involving private vehicle mileage, the employee completes the *Authorization to Use Private Vehicle* form. This form must be signed by the employee, approved by the authorizing supervisor or manager, and attached to the *Travel Expense Detail Sheet*.

Examples of both forms can be found in [OAM Chapter 75 – Forms](#). Agencies that decide to modify the forms must be certain to include the "travel award disclosure block" on the *Travel Expense Detail Sheet* and all blocks of the *Authorization to Use Private Vehicle* form.

139. **Timely Submission of Travel Expense Reimbursement Requests.** Travel reimbursements should be submitted for approval on a timely basis in accordance with [OAM 20.30.00.PQ](#) to accommodate proper biennial expenditure recognition. Agencies are encouraged to set their own internal deadlines to accommodate other periodic reporting (fiscal year end, federal fiscal year end, etc.).

Travel Advances

140. For information about travel advances, refer to [OAM 40.20.00](#), *Travel Advances*.

Travel Awards

141. State agencies must comply with the provisions of Oregon Revised Statute (ORS) Chapter 292. **ORS 292.230** states that agencies are required to monitor the earning and use of frequent flyer miles or other travel award benefits earned by employees while conducting official state business travel. Flights using the contracted "city pair" tickets do not earn mileage awards.

Any travel award earned during official state business travel becomes the property of the state of Oregon and must be used only to reduce the cost of future state travel. 'Travel award' means any object of value awarded by a business providing commercial transportation or lodging which can be used to reduce travel costs. Travel awards include, but are not limited to airline frequent flyer miles and hotel or car rental customer award bonuses, points, free rental days or hotel stays. Travel awards also include airline flight segment certificates or dollar bonuses that are offered to a traveler who is voluntarily or involuntarily bumped from an oversold flight. Similar inconvenienced customer rewards offered by hotel or car rental agencies shall also become property of the state.

The official Travel Expense Detail Sheet contains a travel award disclosure block and accompanying instructions for the completion of that block. Agencies must use either the Travel Expense Detail Sheet or incorporate the exact travel award disclosure block and instructions into their own version of the Travel Expense Detail Sheet. Agencies shall ensure that travel reimbursements are made only when the traveler completes the travel award disclosure. [Form 75.40.01.fo](#)

Further, employees who have indicated on their Travel Expense Detail Sheet that travel awards were or will be accepted must accompany the expense reimbursement request with a report disclosing all travel award activity resulting from that travel. Agencies may use the Employee report of travel awards form or create their own form as long as it includes all of the components in the form. Agencies must ensure that travel reimbursements are not made without the travel award activity report. [Form 75.40.02.fo](#)

Agencies shall create a database or other method of accounting for all travel awards as reported by their employees. Agencies shall review balance accumulations periodically to determine if any balances are at a level that would allow for redemption. Agencies shall notify each employee holding a redeemable award balance that the balance must be redeemed for the next business travel event.

Agencies shall file an annual report to DAS Chief Financial Office disclosing the travel awards that were captured and redeemed to lower the cost of business travel. The reporting period is the calendar year and the report must be submitted no later than April 1 of the following year. The report may be in a letter format detailing the specific travel award(s) used and the approximate dollar value of the award(s). The report must summarize the total cost savings to the agency for the calendar year. The agency head or designee shall sign the report. To identify a designee, the agency head shall inform the DAS Chief Financial Office in writing of the designation. The report must be submitted whether or not travel awards were earned or redeemed during the reporting period.

Agencies should be fully prepared to share information about employee award balances in the case of employees transferring to other agencies. Agencies must maintain documentation, records and reports related to the tracking and disclosure of travel awards for three years.

Travel awards may not be used to upgrade airline tickets, hotel accommodations, car rentals, or any other travel accommodations except to pay for travel expenses related to official state business. The use of travel awards obtained while conducting state business for personal travel constitutes personal gain from state employment and violates **ORS 244.040**. The Department of Administrative Services may periodically audit state agency efforts to monitor the use of accrued mileage awards. The use of state owned airline frequent flyer miles or other travel awards for personal use constitutes fraud and will result in the state recovering the fair value of the fraudulent use of state resources and the employee may be subject to disciplinary actions up to and including dismissal.

State employees choosing to use a personal credit card to pay for official state travel expenses must adhere to the Oregon Government Ethics Commission's Advisory Opinion 01A-1006. That opinion states that using benefits earned from the use of a personal credit card that offers incentives such as cash rebates, frequent flyer miles or other benefits based upon the dollar amount of purchases made, violates

ORS 244.040(1)(a) which prevents public officials from using their position or office to obtain personal financial gain.

Appendix A Per Diem Rates, Mileage Rates, and Mileage Chart

Lodging and Meal Per Diem Rates

Payments to individuals in overnight travel status to cover meals and commercial lodging will be based on the per diem rates published by the United States General Services Administration (GSA). **Effective October 1, 2019, the standard rate is \$96 for lodging and \$55 for meals.**

The non-commercial lodging per diem is discussed in paragraph 120 above. The current non-commercial lodging per diem is \$25.

Standard rate for the continental United States (CONUS) and rates for locations that are paid above the CONUS rate.	http://www.gsa.gov/portal/category/100120
Per diem rates for Alaska, Hawaii, and U.S. Territories and Possessions (US Department of Defense website). Lodging taxes are <i>not included</i> in these rates.	http://www.defensetravel.dod.mil/ <ul style="list-style-type: none"> • Click on <i>Per Diem</i> under Travel Regulations and Allowances • Click on <i>Per Diem Rates Query</i> • Enter state or territory under OUTSIDE CONUS • Click <i>EXCLUDE</i> Military Installations • Click <i>CALCULATE</i> • Ignore <i>Proportional Meals</i> column
International per diem rates (US Department of State website). Lodging taxes are <i>included</i> in these rates.	https://aoprals.state.gov/web920/per_diem.asp

Complimentary Meals

See the questions and answers in the Federal Travel Regulation, Chapter 301–Temporary Duty Travel Allowances, Subchapter B–Allowable Travel Expenses, Part 301-11–Per Diem Expenses, Sec. 301-11.17 at <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fttr?asset=107381#i1204163>

Question: If my agency authorizes per diem reimbursement, will it reduce my allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?

Answer: No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem.

Private Vehicle Reimbursement Rates

Effective January 1, 2012, the state adopted a two-tiered reimbursement schedule for personal vehicle mileage based on the GSA model: <http://www.gsa.gov/portal/content/100715>

- If no state owned/operated vehicle is available, the employee will be reimbursed the full GSA rate in effect at the time of travel.
- If an agency determines through application of *Statewide Fleet Management Policy* [107-011-040](#) that the most cost-effective means of transportation is for the employee to use his or her own vehicle for state business-related travel, the employee will be reimbursed the full GSA rate in effect at the time of travel.
- If an individual requires a medical accommodation that has been documented and cannot be met with a state owned/operated vehicle, the employee will be reimbursed the full GSA rate in effect at the time of travel. (For long-term accommodations, the agency should contact DAS Fleet Administration to determine if purchase of

**Appendix A
Per Diem Rates, Mileage Rates, and Mileage Chart**

a state vehicle that will meet the employee’s medical accommodation is more cost effective than reimbursement of private vehicle mileage.)

- If a state owned/operated vehicle is available and is determined to be the most cost-effective means of transportation but the employee’s manager authorizes the employee to use his or her own vehicle, the employee will be reimbursed at the reduced GSA rate in effect at the time of travel.

State reimbursement rates for private vehicle mileage will be updated when the GSA updates its reimbursement rates.

Private Vehicle Mileage Reimbursement	Effective Date	GSA Rate
No state owned/operated vehicle is available.	January 1, 2019	\$0.58
A privately-owned vehicle is determined to be the most cost-effective form of transportation.		
An individual requires a medical accommodation that has been documented and cannot be met with a state owned/operated vehicle.		
A state owned/operated vehicle is available and is determined to be the most cost-effective form of transportation; however, the employee’s manager authorizes the employee to use a privately owned vehicle.	January 1, 2019	\$0.20
No state owned/operated vehicle is available.	January 1, 2018	\$0.545
A privately-owned vehicle is determined to be the most cost-effective form of transportation.		
An individual requires a medical accommodation that has been documented and cannot be met with a state owned/operated vehicle.		
A state owned/operated vehicle is available and is determined to be the most cost-effective form of transportation; however, the employee’s manager authorizes the employee to use a privately owned vehicle.	January 1, 2018	\$0.18

See Appendix B for examples of how to apply the GSA’s two-tiered reimbursement rates.

Mileage Chart

Use this link to find a mileage chart for selected cities in Oregon:

<http://www.usroadconditions.com/ormileage.html>

Privately Owned Aircraft Reimbursement Rate

Effective January 1, 2019, the GSA reimbursement rate for privately owned aircraft is \$1.26 per nautical mile. At the discretion of the agency’s authorized official, use of a privately owned aircraft may be authorized for the benefit of the agency or for the benefit of personnel. Agencies must comply with DAS Risk Management Policy [125-7-301](#) before authorizing the use of a private aircraft.

Appendix B Using the GSA Rates to Reimburse Private Vehicle Mileage

Comprehensive Examples

The goal of the following examples is to find the right course of action that meets the business travel needs of the agency at the lowest possible cost. Whenever an employee uses his/her private vehicle for state business, an Authorization to Use a Private Vehicle form or the agency equivalent must be completed and kept on file. [Form 75.40.05.fo](#)

Travel Combined with Personal Time Off

1. An employee who works in Salem is attending a three-day conference in Bend. The agency's assigned vehicle is available. However, the employee asks to use his/her private vehicle because the employee plans to go hiking each day after the conference has adjourned.

The agency may approve this request but must reimburse the employee at the lower GSA rate.

2. Same situation as in No. 1, except the agency's assigned vehicle is not available.

The agency must use the DAS Fleet [Daily Rental Cost Calculator](#) (under Tools and Systems) to determine whether it is more cost effective to rent a car from the Motor Pool or other state rental vendor than it is to reimburse private vehicle mileage. If reimbursement of private vehicle mileage is the cheaper option, the agency may authorize the use of a private vehicle and reimburse the employee at the full GSA rate.

Medical Accommodation

3. An employee drives over 1,500 miles per month to conduct agency business. The employee suffers chronic back pain and obtains a signed letter from his/her doctor requesting a medical accommodation. The letter asks agency management to allow the employee to use his/her private vehicle because adjustments to the driver's seat in the employee's own vehicle can be customized to more effectively reduce pain and avoid additional back injury. The agency's assigned car is available for the employee's use; however, it does not meet the employee's physical needs.

The agency may authorize the employee to use his/her private vehicle. The agency must maintain a copy of the doctor's letter to document the medical accommodation and request a status update at least annually. The agency should also ask DAS Fleet to do an analysis to determine if purchasing a vehicle that meets the employee's medical needs would be more cost effective for the long term.

Attending Meetings/Conferences Away from the Primary Workstation

4. The employee's home is in Woodburn and his/her workstation is in Portland. Each Wednesday, the employee attends a meeting in Salem at 9:00 am. The employee's Portland office is 30 miles from home. The Salem office is 47 miles from the Portland office. To save time, the employee asks permission to drive his/her private vehicle directly from his/her home in Woodburn to the Salem meeting.

If the agency determines that driving directly to Salem from Woodburn is the most cost effective option, the agency may reimburse the employee at the full GSA rate. However, because the employee normally commutes 30 miles to work each day, the employee's mileage reimbursement is limited to the additional 17 miles, or 34 miles round trip.

5. Similar situation as in No. 4, except the meeting destination is 10 miles beyond the Portland office location.

If the agency determines that driving directly to the meeting destination from Woodburn is the most cost effective option, the agency may reimburse the employee at the full GSA rate. However, the reimbursement is limited to the additional 10 miles, or 20 miles round trip.

Appendix B
Using the GSA Rates to Reimburse
Private Vehicle Mileage

6. An employee who works in Brookings must travel to Newport and then return to Brookings the same day. The agency's assigned car is not available and the trip cannot be rescheduled. There are no car rental options available in this area.

The employee may use his/her private vehicle for the trip and receive reimbursement for private vehicle mileage at the full GSA rate.

7. A state car is available at the worksite of an employee who is flying out of Eugene for a week-long conference. The employee lives 15 miles from the Eugene airport and requests approval to use his/her own vehicle to drive directly to the airport from his/her home.

The agency should allow the employee to use his/her private vehicle to avoid having a state owned/operated vehicle sitting at the airport for a week. In this situation, the employee is entitled to reimbursement at the full GSA rate.

8. Similar situation as No. 7, except the employee's workstation is at home and the employee has been assigned a state car.

The employee should drive the assigned state car to the airport and leave it parked at the airport for the length of the trip. No reimbursement is applicable.

Appendix C Personal Commuting Examples

Definitions

Residence: The place where you personally reside. Mileage between your home and your primary workstation is a personal commuting expense.

Primary workstation: Your regular or primary workstation or work location.

Temporary workstation: A place where your work assignment is realistically expected to last (and does last) one year or less. A temporary workstation would also include meeting sites held away from the primary workstation.

Quick Examples

Private vehicle mileage reimbursable as state business expense:

- An employee with one or more primary workstations drives from his/her residence to a temporary workstation and returns to his/her residence. [Note: The agency must deduct from the total business miles for that day an amount equal to the commuting miles (roundtrip) between the residence and the primary workstation].
- An employee drives from his/her primary workstation to a temporary workstation
- An employee drives between temporary workstations
- An employee works at two places in one day and drives between workstations

Non-reimbursable personal commuting:

- An employee drives from his/her residence to his/her primary workstation(s).
 - An employee drives from his/her residence to his/her primary workstation on the weekend.
-

Comprehensive Examples

1. An employee's residence is in Salem but the employee works in Portland. The employee's normal commute mileage is 90 miles roundtrip. The employee leaves in the morning from his/her residence to attend a meeting in Woodburn and then returns to Salem. The total distance travelled is 40 miles roundtrip.

Because the normal commute miles from Salem to Portland are longer than the distance from Salem to Woodburn, the employee is not reimbursed for the mileage. Under the same scenario, if the meeting is in Albany and the employee travels a total of 50 miles roundtrip, he/she would still not be entitled to a reimbursement. The *direction* of the temporary workstation from the primary workstation is not factored into the reimbursement. The normal commute miles must always be subtracted when an employee travels from their residence to a temporary workstation.

2. An employee drives from his/her home in Portland to his/her primary workstation in Salem. In the afternoon the employee drives to McMinnville to deliver papers at a satellite office and then returns to his/her residence.

The trip between the employee's residence and primary workstation in Salem is personal commuting and not reimbursed. Reimbursement for the travel from the primary workstation to the temporary workstation in McMinnville and the return trip to the residence is reimbursed, less an amount equal to the commute miles (one way) between the residence and primary workstation in Salem.

Appendix C

Personal Commuting Examples

3. An employee travels from his/her residence to a temporary workstation for the day, driving past his/her primary workstation on the way. Is the reimbursement for the mileage from the residence to the temporary workstation reimbursable, or is it limited to the distance from the primary workstation if it is less?

Reimbursements for transportation for the mileage between the residence and the temporary workstation may be reimbursed, less an amount equal to the commute miles (round trip) between the residence and primary workstation.

OREGON ACCOUNTING MANUAL	
Subject: Accounting and Financial Reporting	Number: 40.20.00
Program: Chief Financial Office	Effective date: July 1, 2012
Chapter: Travel	
Part: Travel Advances	
Section:	
Approved: George Naughton, Chief Financial Officer	Signature on file

PURPOSE: This policy outlines the process and assigns responsibility for issuing travel advances for authorized business travel.

AUTHORITY: **ORS Chapter 291**
ORS 292.220
ORS 292.230
ORS 292.250
ORS 292.495
ORS 292.280 through 292.288
ORS 240.250
ORS 243.650
ORS 244.040

APPLICABILITY: This policy applies to all state agencies that issue travel advances.

POLICY:

101. Agencies must establish a system of internal controls for tracking, substantiating, and reconciling travel advances.
102. The State Corporate Travel Charge Card (state travel card) is the preferred mechanism for paying travel-related expenses incurred while conducting official state business. However, travel advances may be issued to employees authorized to travel on behalf of the state if a travel card has not been issued, has been canceled, or does not otherwise meet the traveler's needs.
103. Do not issue permanent travel advances for frequent travelers. Frequent travelers should apply for and use the state travel card to pay for travel-related costs and submit periodic requests for travel expense reimbursement. If a frequent traveler has been denied a state travel card, the agency may issue periodic travel advances, provided each travel advance is timely substantiated.
104. Do not issue a subsequent advance to an employee with an outstanding, unreconciled, and/or past due balance from a previous travel advance unless approved in writing by the agency head or delegate.
105. Report advances that are not timely substantiated or excess amounts not timely repaid as taxable income to the employee, *even if substantiated or repaid later*. The following time periods

meet the requirements of the Internal Revenue Service (IRS) for timely substantiation and repayment of excess funds:

- a. Issue travel advances no more than 30 days before the date of travel.
- b. Require the traveler to substantiate travel expenses within 60 days after the travel expenses occur.
- c. Require the traveler to repay any excess amount to the agency within 90 days after the travel expenses occur.

Process any adjustments to increase year-to-date earnings and taxes withheld no later than the following payroll period.

106. Ensure that individuals who issue or receive travel advances understand:
 - a. Issuance of an unauthorized travel advance or the use of a travel advance for any purpose other than to pay for official travel-related expenses is a misappropriation of state funds.
 - b. Employees who receive travel advances are fully liable to the state for loss or theft of the funds.

PROCEDURES:

107. When issuing travel advances, maintain the following documentation for audit purposes:
 - Information identifying the employee
 - Amount requested
 - Travel dates
 - Destination
 - Reason for travel
 - Agency coding
 - Traveler's signature
 - Authorizing signature
108. Upon completion of the travel, instruct the employee to timely complete a Travel Expense Detail Sheet.
 - a. Reconcile the employee's travel advance issued to the Travel Expense Detail Sheet.
 - b. If reported travel expenses exceed the amount of the travel advance, reimburse the employee the additional amount due.
 - c. If reported travel expenses are less than the amount of the travel advance, ensure the employee repays the unused amount. The repayment should accompany the Travel Expense Detail Sheet unless the employee has received permission to repay the unused travel advance through a payroll deduction.
109. Process any necessary payroll adjustments to include unsubstantiated travel advances or past due balances in taxable income according to IRS requirements.

OREGON ACCOUNTING MANUAL	
Subject: Accounting and Financial Reporting	Number: 40.20.10.PO
Division: State Controller's Division	Effective date: May 1, 2007
Chapter: Travel	
Part: Corporate Travel Card	
Section:	
Approved: John Radford, State Controller	Original signature on file in SCD

Authority **ORS Chapter 291**
ORS 292.220
ORS 292.230
ORS 292.250
ORS 292.495
ORS 292.280 through 292.288
ORS 240.250
ORS 243.650
ORS 244.040

Purpose

- .101 The purpose of this policy to provide guidelines on the use of the State Corporate Travel **Charge Card** (travel card) for official state business travel.
- .102 The State sponsors the Travel Card Program to provide state employees who travel on behalf of state government a means to pay for authorized travel expenses incurred. The travel card is a personal liability card, not a State liability card. The travel card is available to individual state employees through US Bank, subject to US Bank credit standards.

Agency Issued Cash Travel Advances

- .103 See [OAM 40.20.00](#), effective date July 1, 2012 for travel advance information.

Use of Travel Card

- .107 The preferred method of providing a means to state employees to pay for authorized travel expenses is through the use of the travel card. Agencies are encouraged to adopt the use of the travel card; however, it is understood that US Bank may deny issuance of a travel card or may cancel a travel card due to delinquency.
- .108 Agencies are encouraged to obtain the travel card for all personnel that continuously travel or periodically travel (minimum of at least one travel occasion every 6 months) on official state business. Agencies should periodically review authorized travel cards issued and regularly cancel travel cards if the employee travel needs have been significantly reduced or eliminated.
- .109 Only official travel expenses shall be purchased with the travel card. Official travel shall include, but is not limited to, lodging, meals, and ground transportation. When necessary, in emergency travel situations, air transportation fares may also be purchased with the travel card. However, the preferred payment method for air transportation is to use the Central Travel System (CTS)

Account (or 'ghost account') through the State's travel agency. Retail spending is permitted only in those instances when, during official state travel time, the retail items being purchased are necessary for state business purposes.

- .110 Use of the travel card is authorized only for travel related expenses while on official state business travel and is strictly prohibited for any other purpose. The travel card shall not be used for personal purchases and doing so will be considered abuse of the card. Abuse of the corporate travel card privilege or disregard for the terms of the Corporate Travel Card Agreement may result in cancellation of the travel card and is grounds for disciplinary action up to and including dismissal.
- .111 Employees are liable for all charges they make on their travel cards. This includes purchases or cash obtained at an automated teller machine (ATM) as well as any late fees assessed. Cash that is lost is not reimbursable by the State. Under the current travel card contract, neither the employee nor the State is liable for illegal charges to the card due to lost or stolen cards. However, cardholders should immediately report lost and stolen cards to US Bank.

Preferred Method of Travel Advance Issuance

- .112 Whenever possible, travel advances shall be obtained through the travel card. Use of the travel card reduces the administrative burden of application, voucher/warrant issuance, reporting, and reconciliation costs associated with a cash advance issued by check or warrant. In addition, use of the travel card sustains State cash resources.

Travel Card Monitoring Responsibilities

- .113 Agency Travel Card Management. Agencies are required to provide for internal management of the travel cards issued to their employees by assigning a person or persons to function as the agency Travel Card Coordinator (coordinator). The coordinator(s) will ensure that all card applications are appropriate and processed correctly. In addition, the coordinator(s) or other individual(s) designated by the agency shall request and review monthly card management reports (available on-line through US Bank's Access Online program) regarding the agency's cardholders using the accompanying procedures defined in **40.20.00.PR**. Agencies are required to perform appropriate review and monitor delinquent accounts or misuse of the card. Each agency is required to take appropriate corrective action as necessary for misuse, delinquent accounts, or other anomalies.
- .114 Canceling Travel Card Privileges upon Termination or Transfer. Each agency is responsible for canceling travel card privileges for an employee who either terminates or transfers to another agency. Failure to notify the card issuer of an employee termination transfers the liability of any charges made on the card after termination from the cardholder to the issuing agency. Agencies must destroy cancelled cards.

Payment of Travel Card Monthly Statement

- .115 The payment of the travel card monthly statement is the responsibility of the state employee who is authorized to travel and to whom the charge card is issued. The entire balance is to be paid in full each month. Under no circumstance should an agency pay an employee's charge card statement. Employees are required to submit requests for business travel expense reimbursements timely after travel so that reimbursement payments to the employee provide sufficient resources and time for the employee to pay the monthly travel card statement.
- .116 Effective May 1, 2007 cardholder accounts with a 60 day past due balance will be suspended by US Bank and subsequently cancelled if not paid in full before they become 90 days past due. When an account is *suspended*, no additional charges can be made until the cardholder pays the past due balance. The first instance of a 90 day past due balance will result in the cancellation of

the cardholder account with no provision for reinstatement of privileges, unless the past due balance was caused by circumstances beyond the control of the cardholder (i.e., erroneous posting of charges or payments through no fault of the cardholder). Travel cards that were canceled prior to May 1, 2007 as a result of a 60 day past due balance (in accordance with the previous policy) will not be reinstated.

Corporate Travel Card Rebate

- .117 Under the Corporate Travel Card program, the State may qualify for an annual rebate from US Bank. The rebate amount is based on a combination of dollar volume of purchases and timeliness of payments on accounts. Therefore, timely payment by employees of travel card account balances contributes towards earning the rebate. When a travel card account balance is charged off by US Bank (180 days past due), the amount charged off reduces the rebate. Although the amount is "charged off" for the purposes of the travel card program, US Bank will continue to pursue collection from the cardholder.

Use of Personal Credit Card

- .118 State employees may opt to use their own personal credit card in lieu of obtaining the travel card and/or a cash advance. Employees choosing to use a personal credit card to pay for official state travel expenses must adhere to the Oregon Government Standards and Practices Commission's Advisory Opinion 01A-1006. This advisory opinion states that using benefits earned from the use of a personal credit card that offers incentives such as cash rebates, frequent flyer miles or other benefits based upon the dollar amount of purchases made violates ORS 244.040(1)(a) which prevents public officials from using their position or office to obtain personal financial gain.
- .119 Employees using their own personal credit card for travel related expenses may be reimbursed for reasonable ATM cash withdrawal charges for cash advances up to the amount of the travel card fee. Interest accumulations for cash withdrawals made using a personal card are not reimbursable.

OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 40.20.10.PR
Division: State Controller's Division	Effective date: May 1, 2007
Chapter: Travel	
Part: Corporate Travel Card	
Section:	
Approved: John Radford, State Controller	Original signature on file in SCD

Accounting for Agency Issued Cash Travel Advances

- .101 See [OAM 40.20.00](#) effective date July 1, 2012 for travel advance information.

Obtaining Travel Cards

- .103 In order to manage the issuance and review of the State Corporate Travel Charge Card (travel card), the agency must appoint an agency Travel Card Coordinator (coordinator). The agency reports the name, phone number, mailing address and e-mail address of that person to the State Controller's Division, Statewide Accounting and Reporting Services (SARS). Upon assignment of the duties, the agency coordinator contacts the US Bank Account Coordinator at (612) 973-1266 to obtain a new password in order to access the US Bank Access Online program. Any changes in staffing of the agency coordinator need to be reported in the same way as the initial assignment in order to revoke outdated user names and passwords and establish replacements. Access to the information provided by Access Online should be handled within the agency with careful thought to the security of the access and information.
- .104 The travel card, issued by US Bank, is available to any employee who travels on behalf of the State, upon authorization by the agency approving authority. The travel card is a personal liability card and individual cardholders are responsible for all purchases and cash advances made using the card.
- .105 Applicants who do not meet US Bank credit standards will not be offered a card. US Bank will conduct a full credit bureau check on new applicants that have been identified as high risk. Applicants whose credit indicates a significant credit risk will not be granted a travel card. US Bank uses the employee's social security number (provided on the employee's Corporate Travel Card Application) to perform the credit check.
- .106 State employees seeking to obtain the travel card must complete and sign the US Bank Corporate Card Application form ([75.40.04.FO](#)) and the Corporate Travel Card Agreement form ([75.40.03.FO](#)) and submit both forms to their supervisor/manager. Applicants must use their home address as the billing address on the application. The supervisor/manager reviews the card request and determines if the employee has a business need for the card. The supervisor/manager signs the US Bank Corporate Card Application on the "Approving Manager" line and submits both the application and agreement to the agency travel card coordinator.
- .107 The agency travel card coordinator reviews the application and verifies the receipt of a signed Corporate Travel Card Agreement. The agency coordinator determines if the credit limit should be set lower than the standard \$5,000 and if access to ATM cash is appropriate and indicates that across the top of the form as "Cash" or "No Cash". The bank-assigned five-digit company number is also required on the lower portion of the application.

- .108 The agency travel card coordinator signs the application as the “Company Program Administrator”. The completed application and the agreement are faxed to US Bank to the attention of the State of Oregon Account Coordinator at (612) 973-3696. Applications take seven to ten business days to process. The agency retains the application and agreement forms on file as long as the employee has an active card and for a period of three years beyond cancellation of the card or termination of the State’s contract with US Bank. The agency makes application and agreement forms available to DAS and the Secretary of State Audits Division upon request.
- .109 US Bank will mail cards directly to the cardholder. The cardholder shall sign the back of the card upon receipt of the card. At issuance, the cardholder receives information and instructions for activating the card by phoning a toll-free number at US Bank. The card cannot be used until activated. If US Bank does not issue a card to the employee, the bank notifies the employee directly by mail.
- .110 US Bank issues new travel cards after cards reach their renewal date, providing the account status is in good standing and the account has had activity during the previous 18 months. The cards are mailed directly to the cardholder and must be signed upon receipt.

Travel Card Cash Withdrawal Limits

- .111 If approved for this card feature, state employees traveling on state business may use the travel card to obtain cash advances from an ATM to cover incidental expenses. Employees that are authorized for ATM use should limit the use of cash advance withdrawals to one for every three to five days of consecutive travel. Charges for ATM cash withdrawals are a reimbursable expense.
- .112 Because there is a charge for each cash withdrawal from an ATM, the number of cash advances should be held to a minimum. Cash advances should be obtained only to pay for such items as meals, taxi fees, parking or other small, authorized incidental expenses when the travel card may not be readily accepted. It is recommended that each advance be an amount of at least \$50, but not exceed \$100 for a three to five day period of consecutive travel. The total ATM limit on all cards authorized for ATM use is \$250; however, each agency may lower cash withdrawal limits depending on the individual agency needs. Once a traveler reaches the limit, ATM use is suspended until the balance is paid below \$250, and then only the difference between the balance on ATM withdrawals and the \$250 limit is available for withdrawal.

Managing Active Travel Cards

- .113 US Bank, through their Access Online program, provides for the download of online reports to assist the agency with card management. Those reports provide a roster of cardholders within the agency, information about cardholder spending and a listing of cardholders with delinquent balances. All reports are available for download by travel card coordinators when needed. The web site for the US Bank Access Online program is located at: <https://access.usbank.com>.
- .114 In the US Bank Access Online program, various codes are used to indicate the status of travel card accounts. These status codes are defined as follows:
- F1 = Lost/stolen
 - FA = Fraud has been identified
 - M9 = Account is suspended due to 60 day delinquency
 - P9 = Account closed due to abuse, NSF, or delinquency
 - Q9 = Miscellaneous closure code
 - R9 = Account is in collections (automatic code after 120 days)
 - S1 = Account is closed due to 90 day delinquency
 - T9 = Account terminated by the state agency
 - V9 = Voluntary surrender (voluntarily closed, but can be reopened upon request)

- .115 The agency travel card coordinator(s) or other individual(s) designated by the agency shall request and review monthly card management reports created in the US Bank Access Online program regarding the agency's cardholders. Agencies are required to perform appropriate reviews to monitor delinquent accounts and encourage payment of past due balances. The agency coordinator should securely store all travel card reports, protecting the confidentiality of the card and cardholder information.
- .116 Agencies should monitor the Account List Report (found under Access Online/Reporting/Program Management/Administration/Account List) for the following (when retrieving this report, be sure to click on the box for 'account information' in the 'Additional Detail' section and also change the 'Report Output' from PDF to Excel):
- a. Review to ensure the cardholder member list includes correct and current information.
 - b. Review for any cardholders that have terminated, retired, or transferred to other state agencies. Process immediate cancellation (using a cancellation code T9) of those card accounts.
 - c. Agencies are encouraged to voluntarily close accounts that have not been used in the past six months and are not expected to be used within the next six months. Review for cardholders with no activity for six months or more by looking at the 'Last Trans Date' column in the report. If any, verify that the card is still needed. If the agency travel card coordinator believes the card will be needed in the future and determines that it should not be fully cancelled, then a V9 cancellation is recommended (card is closed, but can be reopened with a phone call to US Bank at (612) 973-1266). Cancel and destroy cards that are no longer needed. Retrieve, cancel, and destroy cards from employees who are retiring, transferring to another agency, or terminating. To cancel a card, call the US Bank Account Coordinator at (612) 973-1266.
- .117 Agencies should monitor the Transactions Detail Report (found under Access Online/Reporting/Financial Management/Transaction Detail) and the Cash Advance reports (found under Access Online/Reporting/Program Management/Cash Advance) for the following:
- a. Review for purchases that do not appear to be related to travel. Bring these purchases to the attention of either the cardholder and/or the cardholder's manager to verify the appropriateness.
 - b. Review for personal charges and ATM anomalies. Coordinate needed corrections with the cardholder and US Bank.
 - c. Review for large dollar activity or changes in spending patterns.
 - d. Review for frequent ATM activity. If questionable, verify that the employee has been on travel status. ATM activity not related to travel status is an abuse of the card.
- .118 Agencies should monitor the Account Suspension Report (found under Access Online/Reporting/Program Management/Account Suspension). The Account Suspension report should be requested shortly after the monthly billing cycle, which is the 8th of each month. The Account Suspension report should be reviewed for the following:
- a. Review for delinquent balances (30 days or more). For delinquent balances of 30 to 60 days, notify the employee of the account status and confirm or suggest immediate payment.
 - b. For delinquent balances older than 60 days, notify the employee and his/her supervisor. The supervisor should then confirm or suggest immediate payment of the cardholder account.
 - c. When an account balance becomes 90 days past due, the account is cancelled in accordance with OAM policy 40.20.00.PO, .116. The agency travel card coordinator will receive notification of cancellations from SARS. For delinquent balances of 90 days or more,

notify the employee and his/her supervisor of the cancellation of the account. The supervisor should report the delinquent status to the agency Personnel Office and seek immediate payment or begin disciplinary actions as needed.

- .119 In the case of erroneous information related to the delinquent status of a card, the cardholder works with US Bank Customer Service at (800) 344-5696 and if not resolved, contacts SARS to assist with resolution of the error.

Non-Sufficient Funds

- .120 For the first instance of a non-sufficient funds (NSF) check, US Bank will close the accounts of cardholders whose credit indicates a significant risk. If a cardholder's credit does not indicate a significant risk, US Bank will adjust the credit limit to \$500 for the first instance of a NSF check. For the second instance of a NSF check, US Bank will close the account, even if the cardholder's credit does not indicate a significant risk.

Purging Travel Card Accounts

- .121 US Bank monitors travel card accounts for inactivity. On, or soon after the travel card expiration date (renewal date), US Bank checks the activity for the account. US Bank will purge (close and delete from their system) accounts if they have reached the expiration date and have met one of the following two criteria:
- a. If the account status is R9, S1, FA, F1, or no status (status is "open") and:
 - Account has expired (renewal date has arrived); and
 - Account has a zero balance; and
 - Account has been inactive for at least 22 months.
 - b. If the account status is P9, T9, V9, or Q9 and:
 - Account has a zero balance; and
 - Account has been inactive for at least 12 months.
- .122 Employees whose accounts are purged by US Bank due to inactivity may reapply for a new card using the procedure as outlined in paragraph .103 through .109, as long as the account was not closed because of delinquency.
- .123 US Bank will not purge a travel card account if: 1) the account is charged off; or 2) the account has a status of FA; or 3) the account has a balance; or 4) the account is used at least once every 12 months.