

OREGON MILITARY DEPARTMENT	NUMBER: AGC 248.018
FINANCIAL ADMINISTRATION DIVISION	EFFECTIVE DATE: 07 SEP 11
SUBJECT: Travel Advance Policy	

1. **APPLICABILITY:** These policies/procedures apply to all Oregon Military Department employees and individuals requesting a cash travel advance.
2. **AUTHORITY/REFERENCE:** Oregon Department of Administrative Services, Controller's Division, Oregon Accounting Manual (OAM): OAM 40.20.00.PO (Policy)
3. **PURPOSE:** To provide guidance to Oregon Military Department (OMD) state employees on the issuance of cash travel advances.
4. **GENERAL POLICY:** Cash advances may be issued by check or warrant to state employees who are authorized to travel on behalf of state government. Although use of the travel card is **preferred**, there may be circumstances in which an agency will issue a cash travel advance such as:
 - (1) Employee has been denied a travel card, denied ATM cash privileges, or the travel card has been otherwise modified by US bank restricting access to cash.
 - (2) Employee's travel card has been cancelled due to delinquency.
 - (3) Newly hired employee needs to travel prior to a travel card being issued.
 - (4) One time travel for an employee who does not travel on a regular basis.
 - (a) An employee who travels more than 4 times per calendar year is deemed to be a regular traveler and should request a state travel card to use for travel related costs.

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