



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title:	Corporate Travel Charge Card (Diners Club)	DOC Policy: 30.4.3
Supersedes:	Procedure #17, Corporate Travel Charge Card (Diners Club) dated 1/1/98	
Applicability:	All functional units	
Directives Cross-Reference:	None	

I. PURPOSE

To establish criteria and provide guidance for Department of Corrections (DOC) employees who use the Diners Club Corporate Travel Credit Card.

II. DEFINITIONS

A. Diners Club Coordinator: Fiscal Services administrator's executive support.

III. POLICY

A. General

1. The corporate travel charge card is designed to:
 - a. Eliminate the need for employees to use their own funds or personal credit cards to pay for authorized expenses they incur while traveling on state business; and
 - b. Save the department money by limiting costly and time consuming cash advance transactions.
2. Travel cash advances are no longer authorized unless an exception has been granted under section 06 02 00.103 (Travel Advances and Corporate Travel Charge Card Program) of the Oregon Accounting Manual. The preferred method of providing employees with a means to pay for travel expenses is through the issuance and use of the state corporate travel charge card. Employees may use their personal credit card(s) in lieu of obtaining the corporate credit card and/or an authorized travel advance.

B. Eligibility

DOC employees who periodically or continuously travel on official state business and who have their supervisor's approval should apply for the state corporate travel charge card. Prior credit approval is not a condition for obtaining the credit card; however, Diners Club may cancel cards for, or deny re-issuance to employees who do not make payments in accordance with the contract.

C. Obtaining a Card:

1. Application for the state corporate travel charge card must be made through the Diners Club coordinator. Each employee who requests a card must

complete a Diners Club Corporate Card System Card application (which are available from the Diners Club coordinator), have it signed by his or her supervisor, and return it to the Diners Club coordinator. The Diners Club coordinator will forward the application materials to Diners Club.

2. The employee who requests a card must also sign the department's Diners Club Corporate Travel Charge Card Statement of Understanding and Agreement form, which is obtainable from the Diners Club coordinator, and return it to the Diners Club coordinator along with the completed corporate card application.

D. Using the Card

1. Cards will be issued in the employee's name and mailed directly to the employee's home address. Establishments will not accept cards that have not been activated, so employees must activate their cards before attempting to use them.
2. Card holding employees may use the department-issued corporate travel charge card to pay for authorized work related travel expenses which include, but are not limited to, meals, lodging, and surface transportation. Employees may also use the card to withdraw cash from ATMs (automated teller machines) and to purchase travelers checks. Use of the ATM requires a PIN (personal identification number) which is sent to the individual cardholder in a mailing separate from the card. Employees may use the PIN that Diners Club sends them, or they may exercise their option to establish their own PIN.
3. Although the state corporate travel charge card is not generally used for non-business related purchases, incidental personal expenses related to the business trip may be charged to the card. The cardholder should send a memo to the Diners Club coordinator to report and document non-business related purchases for audit purposes. These charges are not authorized travel expenses and are not reimbursable by the department. Employees must not include them on their reimbursement request forms (Travel Expense Detail Sheet).
4. Restrictions: The cardholder may not use the state corporate travel charge card for other personal purposes. An activity report, which identifies card holders, establishments where the card has been used, how much was spent, and account status will be sent to the Diners Club coordinator each month for review and oversight. Irregularities or charges in a cardholder's account may be questioned. Employees who misuse the card will be subject to appropriate corrective action and may be referred to the Special Investigations Unit and/or the Internal Audits Unit for investigation.

E. ATM Cash Advances

1. The cardholder may use the Diners Club corporate travel charge card for cash withdrawals from ATMs. Employees should limit the use of cash obtained through ATMs to items such as meals, taxi fees, parking, or other small authorized expenses incurred at establishments which do not accept Diners Card.

2. Limitations: A reimbursable transaction fee is charged each time the ATM is used, therefore, employees are encouraged to limit the number of cash withdrawals they make to one transaction per three days of travel. It is recommended that each advance be an amount of at least \$50. Withdrawals are limited to \$200 per day and \$500 per seven-day-week.

F. Employee Responsibilities

1. An employee cardholder is liable for all charges made to his/her card and for holding cash obtained through the use of the state corporate travel charge card. Payment of the monthly statement for the state corporate travel charge card shall be the responsibility of the employee in whose name the card is issued.
2. Employees must surrender their corporate travel charge cards to their supervisor at the time of separation from department employment.
3. Employees may not take a DOC issued corporate travel charge card to another state agency. Any employee who transfers to another state agency must make application for a new card through the new agency.

G. Liabilities

1. Card holders must report lost or stolen cards to Diners Club and the Diners Club coordinator as soon as possible. Under the current contract, neither the state nor the employee is liable for illegal charges due to stolen cards if the loss or theft is reported to Diners Club as soon as an employee becomes aware of it. However, if stolen or lost cards are not reported, the cardholder is held liable for charges against the account.
2. Employees will also be subject to the liability provisions governing the use of travelers checks obtained with the state corporate travel credit card.

H. Billing

1. Diners Club will send the monthly billing statement to the cardholder's home address. Statements will reflect the name(s) of the establishment(s) where charges were made, the charge date, the amount charged, the amount of any cash withdrawals, and any transaction fees associated with the withdrawal. The cardholder is not charged monthly finance charges or annual fees for having a card.
2. Employees are allowed two billing cycles (60 days total) in which to pay off their card balances. The 60 day grace period, between the time a charge is made and the time the payment is due, provides employees with sufficient time to submit requests for reimbursement, have the requests processed, receive the reimbursement, and make payment before late charges are assessed.
3. Employees shall pay their balances during this period. If any portion of the past due balance appears on two consecutive billing statements, the employee cardholder must pay Diners Club a delinquency charge of \$20. In addition, he or she must pay a late charge of 2.5% per month (on the entire past due balance) until the payment is received by Diners Club. Employees

risk having their charge card privileges canceled by Diners Club if their account remains delinquent.

4. Diners Club will send a monthly use summary and delinquency statement to the Diners Club coordinator. The Diners Club coordinator will review both reports to ensure employees are paying balances as required.

I. Reimbursement

1. To avoid additional charges, employees should submit a completed and approved travel reimbursement request to the Central Accounting unit as soon as possible after completing their travel. The department will reimburse employees for authorized travel expenses and ATM transaction fees (up to a maximum of three per week of travel). Employees who use their personal credit card for cash advances will be reimbursed for ATM transaction fees (if applicable) up to the amount allowed for the corporate credit card. The department will not reimburse employees for interest, delinquency fees, or late charges.
2. Employees should send completed and approved Travel Expense Detail Sheets to the Central Accounting unit. Reimbursement requests must conform to OAM 06-01-00.159 and.164 (Oregon Accounting Manual General Travel Rules) and the ODOC Travel and Employee Reimbursement Procedure #22.

J. Tracking and Control

Diners Club will send a monthly use summary and delinquency statement to the Diners Club coordinator. The Diners Club coordinator will review monthly card usage reports to ensure employees are paying balances as required.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.