



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

To: Statewide Travel Program Administrators & Users

From: Jane Benton, Director
State Procurement

Date: October 30, 2008

Subject: Arkansas Agency Travel Card Program

The Office of State Procurement created a disciplined program to provide a method of payment for expenses of State employees who must travel as part of their position related requirements.

Note that the cards are to be used exclusively for **business related travel expenses**, personal expenditures are not appropriate and should never be allowed. Employees who use any of the state travel cards for personal expenditures expose themselves to having their cards suspended or cancelled and possible disciplinary actions by their employing agency/institutions. Several high exposure business categories are blocked from use by state employees. Should an employee attempt to use any of the state travel cards in these establishments a declined report is generated which identifies the employee, card number, date, time, amount and type of establishment. Use of any of the State travel cards in these establishments provides grounds for revocation of the card and disciplinary action by the agency.

Agency/Institution Travel Administrators are responsible for reviewing all charges placed on these accounts. In addition, the Office of State Procurement will monitor the activity in the program, and inform Travel Administrators and Managers of suspected abuse of the card. Administrators and managers should take appropriate disciplinary actions when warranted, to include requesting cards be cancelled and whatever personnel actions are appropriate.