



**DEPARTMENT OF CORRECTIONS
Chief Financial Office**



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| Title: | Corporate Travel Card | DOC Policy: 30.4.3 |
| Effective: | 03/01/18 | Supersedes: 12/15/17 |
| Applicability: | All functional units | |
| Directives Cross-Reference: | Travel and Employee Reimbursement – 30.4.1 DAS Policy OAM 40.20.10 | |
| Attachments: | | |

I. PURPOSE

To provide guidance for Department of Corrections (DOC) employees who use a state Corporate Travel Charge Card for official DOC business travel.

II. POLICY

The department has adopted Department of Administrative Services policy on Corporate Travel Card 40.20.10.

[Corporate Travel Card 40.20.10](#)

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file_____
Michelle Mooney, Rules Coordinator

Approved: __signature on file_____
Brian Belleque, Deputy Director