

Administrative Assistant Test.

Best practices for using an employer credit card to set travel arrangements include all the following except:

☐ If applicable, pulling only necessary elements from the transaction into an expense report.

☐ If required, filing out a purchase order for the travel transaction.

☒ Discarding any track-able evidence of the credit card number once the transaction is fully completed and delivery is confirmed.

☒ Holding the number for future transactions.

Points: -13

Score so far: 59%

[Next Question](#)

How do you feel about this question?



It's a lot



Something's wrong



I have a question



Elance Administrative Assistant Test Answers

Sabine Zange



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