

Procedure Title:	Travel Reimbursement				
Procedure Number:	DHS OHA-040-009-01	Version:	1.0	Effective Date:	05/12/2008

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05/12/2008

Approved by (*authorized signer name*)

Date approved

Procedure:

This procedure establishes the process for travel reimbursement for the Department of Human Services and Oregon Health Authority.

Applicability:

All employees shall adhere to this procedure. Failure to comply with any provision in the policy or procedure may result in disciplinary action in accordance with agency policies and applicable state laws, rules and regulations.

Step	Responsible Party	Action
New Traveler	Traveler	<p>First time travelers must be added to the accounting system to be reimbursed. (Allow 3 days to activate account.)</p> <p>Provide the following information to the Office of Financial Services (OFS) Travel Unit, to be added:</p> <ul style="list-style-type: none"> • Name. • Complete mailing address. • Direct Deposit form, if applicable. • Social Security Number for non-state employees or Oregon Employee Identification number for state employees.
Reimbursement Request	Traveler	Employee complete a TRIPS reimbursement claim within 60 days of travel.

		<p>OR</p> <p>Non-employees complete the DHS Travel Expense Claim form within 60 days of travel.</p> <p>Submit form with applicable documents:</p> <ul style="list-style-type: none"> • Copy of approved out-of-state authorization and authorization number is required on paper claims and TRIPS claims. • Conference agenda, brochure, etc and travel itinerary. • Lodging-attach receipts including the name of lodger, date of occupancy, room rate (single rate if shared room and only one authorized traveler). • Meals generally do not require documentation. Receipts are required when a policy exception has been granted, a meal is a required agenda item at a conference and the selection and cost of the meal is beyond the control of employee or you are a member of a board or commission and are requesting actual and necessary travel expenses. • When transporting a child out-of-state the child's meals are reimbursed on actual costs by providing the original receipt. • Personal phone calls home require receipts for reimbursement when call is not made from hotel rooms. Calls should not be more than ten minutes. • Other authorized travel expenses should be documented for any allowed expense that individually exceeds \$25.
<p>Manager Approval</p>	<p>Supervisor or Manager (must be management service employee)</p>	<p>Approve or deny TRIPS claim</p> <ul style="list-style-type: none"> • <u>If approved</u>, electronically sign and send to "Travel, Unit" in the TRIPS

		<p>Contact list.</p> <p>OR</p> <p>Approve or deny travel expense report form (DHS 1297).</p> <ul style="list-style-type: none"> • <u>If approved</u>, sign and forward the travel expense report form and back-up documentation to OFS Travel Unit. • <u>If denied</u>, notify traveler.
Reimbursement Verification	Office of Financial Services	<p>Review the TRIPS claim for compliance with current policies.</p> <p>OR</p> <p>Audit the Travel Expense Report Form for compliance with current policies.</p> <ul style="list-style-type: none"> • <u>If form is correct</u>, generate payment to Traveler. • <u>If form is not correct</u>, TRIPS is denied, contact the Traveler, the Travel Coordinator, or Manager/Supervisor for more information. Correct if possible. <ul style="list-style-type: none"> ◦ If form is not correct, incomplete, illegible or lacks documentation, return to approving Manager or Supervisor.
Documentation	Traveler's Work Unit	<p>TRIPS claim back-up documentation</p> <ul style="list-style-type: none"> • Maintain all documentation for audit purposes. Refer to the State Agency General Records Retention Schedules, section 166-300-0025 item 34.
TRIPS Documentation	Office of Financial Services	<p>Paper Travel Expense Claim Form</p> <ul style="list-style-type: none"> • Maintain all documentation for audit purposes. Refer to the State Agency General Records Retention Schedules, section 166-300-0025 item 34.

Policy that applies:

DHS-040-009: Travel Approval and Reimbursement Policy

Form(s) that apply:

DHS 1297: Travel Expense Claim – PDF, Word or Excel
Per Diem Rates: U.S. GSA CONUS
Travel Web Site

Contact(s):

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Procedure History:

- **Version 2.0:** - 05/12/2008 - Revised
- **Version 1.0:** - 02/28/2002 – Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)