

Process steps

Title:	Travel Reimbursement Process
Related to:	ODHSOHA 040-009-01
Effective date:	08/07/2023

Purpose

This document provides a step-by-step guideline for requesting a travel reimbursement.

Process Steps

1. The traveler verifies their work base city, program cost account (PCA), Index, and work hours in the Travel Reimbursement Information Processing System (TRIPS) are accurate.
2. If the traveler is an employee, or Governor appointed board or commission member, the TRIPS account number will be the OR# assigned and will automatically be added to TRIPS.
3. All other traveler types such as volunteers, contract temporary employees, non-Governor appointed board and commission members, etc. will have a P# assigned.
 - a. If unable to locate the assigned P# in TRIPS, the program manager completes an online 786 form asking OIS to assign a P#.
 - b. The program manager provides the OFS Travel unit default PCA, Index, location base, type of user and TRIPS travel coordinator for input into TRIPS to complete the new account.
 - c. When completed, the new traveler P# will automatically be available in TRIPS for use.
4. The OFS Travel unit initiates the setup of the statewide financial management application (SFMA) vendor account once the first claim is entered into TRIPS. There is approximately a one week waiting period to activate this account.
5. The traveler enters travel claim into TRIPS. TRIPS User Guides are available on the ODHSOHA OFS travel reimbursement intranet site (OWL).
6. ***Travel expenses and advances must be adequately accounted for within 60 days of the last day of business travel.*** Expenses not adequately accounted for within the 60 days are considered reimbursed under a non-accountable plan and are considered taxable under IRS rules and regulations.
7. The traveler attaches all appropriate receipts and applicable forms to the TRIPS travel claim, including:
 - a. ODHS 1293 Out-of-state travel authorization.
 - b. MSC 0823 Approval of Personal Vehicle Use.
 - c. MSC 1197 Sponsored Travel worksheet.
 - d. Mileage Log. (If mileage claimed is more than a 10-mile variance from the designated mapping application mileage, exact addresses will be needed to validate the difference.)
 - e. Detailed receipts are submitted, except for meals claimed on per diem basis.

8. The traveler signs and sends the electronic TRIPS claim to their approving manager with appropriate delegated authority.
9. The approving manager reviews the claim in its entirety within 7 days.
10. The approving manager reviews all attached receipts and documentation against the claim for completeness and accuracy.
 - a. For mileage claimed, the manager:
 - A. Confirms form MSC 0823 Authorization to Use Private Vehicle is attached.
 - B. Confirms mileage log is included.
 - C. Reviews miles driven against mileage shown on the designated mapping application for reasonableness.
 - b. For lodging and meals claimed, the manager:
 - A. Confirms detailed receipts for lodging are included and match the claim amount.
 - B. Checks for any over per diem flags.
 - C. Provides a document attachment related to any approved amounts flagged over per diem acknowledging their acceptance of the overage. Lodging per diem overages must include an explanation of the efforts made to acquire lodging at the per diem amounts and why the per diem rate was not attainable. Comparable lodging research should be included with any exceptions.
11. The manager approves or denies the claim after all documentation is reviewed.
 - a. If approved, the claim automatically moves on to the OFS Travel unit.
 - b. If denied, the claim is returned to the claimant for adjustments and resubmittal. An e-mail will be generated to the claimant.
12. The OFS Travel unit reviews TRIPS claims for compliance with current policies.
13. If the claim is accurate, a payment is processed to the traveler.
14. If the traveler has been separated from the State or is on extended leave and cannot access the TRIPS system, please contact the OFS Travel Unit OFS.TravelUnit@odhsoha.oregon.gov for assistance in processing the travel claim.

References

[OAM-40-10-00 Oregon Accounting Manual, Travel; Statewide Travel Policy](#)
[U.S. General Services Administration \(GSA\)](#)
[IRS Internal Revenue Tax Code, Regulations and Official Guidance](#)
[ODOT Mileage Table](#)
[OAR 166-300-0025 Financial Records Retention Schedule](#)
[Travel Reimbursement Information Processing System \(TRIPS\)](#)
[Link to DAS Daily Rental Cost Calculator](#)
[OFS Travel Intranet](#)

Forms referenced

[Travel forms can be found on Travel Intranet page or Forms server](#)
[MSC 1297 Travel Expense Report](#)
[ODHS 1293 Out-of-State Travel Authorization](#)
[MSC 1197 Sponsored Travel Worksheet](#)

[MSC 2406 Travel Awards Report](#)
[MSC 0825 Travel Advance Request](#)
[MSC 0823 Approval of Personal Vehicle Use](#)
[Mileage Log](#)

Related policies

[ODHS|OHA-040-009-00 Travel Approval and Reimbursement Policy](#)
[ODHS|OHA-040-009-02 Out-of-State Travel Authorization Process](#)
[ODHS|OHA-040-022 Air Ticket Purchase Policy](#)
[ODHS|OHA-040-022-01 Air Ticket Purchase Process](#)
[ODHS|OHA-040-021 Sponsored Travel Policy](#)
[ODHS|OHA-040-021-001 Sponsored Travel Expense Reimbursement Process](#)

Contact

Lorraine Odell
503-569-1949
lorraine.odell@odhsoha.oregon.gov

Keywords

Travel, Travel reimbursement for employees, Travel reimbursement for non-employees, travel expense report, TRIPS

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email odhs-oha.publicationrequest@state.or.us.