

Process steps

Title:	Travel Reimbursement
Related to:	DHS OHA-040-009-01
Effective date:	05/01/2020

Purpose

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

Process Steps

1. The traveler verifies their work base city, 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 the TRIPS through an interface.
3. All other traveler types such as volunteers, contract temps, 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 requesting OIS 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 vendor account when the first claim is entered into TRIPS. There is approximately a 3-day waiting period to activate this account.
5. The traveler enters travel claim into TRIPS. TRIPS User Guides are available on the DHS|OHA OFS travel reimbursement intranet site.
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 forms to the TRIPS travel claim, including as applicable:
 - a. DHS 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 ODOT's city to city mileage, exact addresses will be needed to validate the difference.)
 - e. Detailed receipts shall be 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 Approval of Person Vehicle Use is attached.
 - B. Confirms mileage log is included.
 - C. Reviews miles driven against ODOT city to city mileage for reasonableness.
 - b. For lodging and meals claimed, the manager:
 - A. Checks for any over per diem flags.
 - B. Confirms detailed receipts for lodging are included and match the claim amount.
 - C. Provides comments on any approved amounts flagged over per diem acknowledging their acceptance of the overage.
11. The manager approves or denies the claim once all documentation is reviewed.
 - a. If approved, the claim automatically moves on to the OFS Travel Unit.
 - b. If denied, the claim is automatically returned to the claimant for adjustments and resubmittal per instruction from the manager. 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 claim has issues that need to be resolved, it is denied in TRIPS with notes for updates and reprocessing. An e-mail will be generated to the claimant.
15. 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@dhsosha.state.or.us 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
DHS 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

[DHS|OHA-040-009-00](#) Travel Approval and Reimbursement Policy

[DHS|OHA-040-009-02](#) Out-of-State Travel Authorization Process

[DHS|OHA-040-022](#) Air Ticket Purchase Policy

[DHS|OHA-040-022-01](#) Air Ticket Purchase Process

[DHS|OHA-040-021](#) Sponsored Travel Policy

[DHS|OHA-040-021-001](#) Sponsored Travel Expense Reimbursement Process

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Keywords

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

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