

Process steps

Title:	Out-of-State Travel Authorization
Related to:	DHS OHA-040-009-02
Effective date:	08/03/2020

Purpose

This document provides a step-by-step explanation for requesting authorization for out-of-state travel.

Process Steps

1. The traveler requests permission for out-of-state travel from supervisor.
2. If approved, the traveler completes the Out-of-State Travel Justification and Authorization form MSC 1293.
3. The completed MSC 1293 needs to be initiated in time to be presented to the appropriate top-level approving authority at least 30 days before travel begins.
4. The travel coordinator advises traveler of applicable agency policies, restrictions and guidelines.
5. If exceptions to travel policy OAM 40.10.00 are needed, any level approver provides a written exception.
6. If the request involves sponsored travel, the requesting traveler completes the Sponsored Travel Worksheet MSC 1197.
7. The traveler signs completed MSC 1293 and sends forms and documentation to level 1 approver for signature.
8. The level 1 approver, as defined by the program, reviews forms and attachments for completeness, signs and sends forward to the travel coordinator.
9. The travel coordinator obtains Levels 2 and 3 signatures on MSC 1293 Section 5. Signatures verify that the travel:
 - a. Is within the scope of the traveler's position or role;
 - b. Will benefit the department and program mission;
 - c. Is supported by current agency policies, restrictions and guidelines;
 - d. Has adequate funding available for expenditures.
10. The travel coordinator notifies traveler if request was approved or denied.
11. If approved, the travel coordinator utilizes the state contracted travel agency to facilitate purchase of airfare per policy DHS|OHA 040-022.
12. The traveler makes remaining travel arrangements necessary such as hotel or car rental.
13. The travel coordinator sends a copy of the signed forms to the traveler to attach to the TRIPS claim. The original forms remain on file with the travel coordinator.
14. The traveler completes a TRIPS claim following the Travel Reimbursement Process DHS|OHA-040-009-01. If actual travel costs exceed MSC 1293 estimates by 10% or more, this form must be updated and initialed by all signers.

References

[OAM-40-10-00](#) Oregon Accounting Manual, Travel; Statewide Travel Policy
[U.S. General Services Administration \(GSA\)](#)
[OFS Travel Intranet](#)

Forms referenced

Travel forms can be found on Travel Intranet page or Forms server
MSC 1293 Out-of-State Travel Justification and Authorization
MSC 1197 Sponsored Travel Worksheet

Related policies

[DHS|OHA-040-009-00](#) Travel Approval and Reimbursement Policy
[DHS|OHA-040-009-01](#) Travel Reimbursement 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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