

Procedure Title:	Out-of-State Travel Authorization				
Procedure Number:	DHS OHA-040-009-02	Version:	1.0	Effective Date:	05/28/2008

Jim Scherzinger, DHS Chief Operating Officer
Linda Hammond, OHA Interim Chief Operating Officer

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Approved by (*authorized signer name*)

Date approved

Procedure:

This procedure establishes the process for Out-of-State travel authorization 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
Out of State Travel Request	Traveler	<p>Requests initial permission to travel from supervisor as required.</p> <p><i>NOTE: For DHS, formal request needs to be initiated in time to be presented to the appropriate Chief Operating Officer (COO) outlined in step 5 below, at least 30 days before travel begins.</i></p> <p>Forwards the supporting documentation and/or justification to Travel Coordinator to aid in completing the <u>DHS 1293</u>: Out-of-State Travel Justification and Authorization form.</p>
Request Verification	Travel Coordinator	<p>Verifies the information provided in the supporting documentation is clear and complete.</p> <p>Completes the <u>DHS 1293</u> using allowable and appropriate resources to estimate the cost of the trip. NOTE: Final adjustments to cost estimates are common – see step 6 for further instruction.</p> <p>Advises Traveler of applicable agency policies, administrative restrictions and guidelines. If the business need for travel requires an exception, the</p>

		traveler. Tracks and retains the official file containing the <u>DHS 1293</u> and supporting documentation. For DHS this is kept in the DHS Director's Administration Office for audit purposes.
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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):

Name: Shawn Jacobsen; **Phone:** 503-945-6869; **Email:** shawn.jacobsen@state.or.us

Procedure History:

- **Version 1.0:**
 - 01/01/2015 (Initial Release)

Keywords:

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