

Operational Policy

Policy title:	Travel Approval and Reimbursement		
Policy number:	DHSOHA-040-009		
Original date:	02/28/2002	Last update:	08/03/2020
Approved:	Don Erickson, DHS Chief Administrative Officer Kris Kautz, Deputy Director Oregon Health Authority		

Purpose

The Oregon Health Authority and Department of Human Services are committed to adhering to the highest standards in the financial management of state funds as it applies to travel. The Office of Financial Services (OFS) is responsible for establishing internal controls including establishing clear roles and responsibilities when reimbursing travel for authorized business travel. This policy complies with DAS Oregon Accounting Manual (OAM) 40.10.00. This policy is one in a series that outlines the operational policies and process steps for individuals that travel on state business.

Description

This policy outlines the expectations for the agencies when authorized to travel on official state business for both in-state and out-of-state travel, and related travel reimbursements from expenses incurred while on authorized travel. The DAS OAM 40.10.00 should be followed with the subsequent exceptions.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, board members, trainees, interns, etc.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal laws. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. OFS shall establish internal controls when approving in-state and out-of-state business travel and any travel reimbursements related to the approved business travel.
2. All travel, including in-state or day travel, shall be pre-approved by a supervisor or designee with delegated authority.
3. All airfare shall be purchased according to DHS|OHA 040-022 and DHS|OHA 040-022-01.
4. Staff and other authorized individuals are eligible for travel reimbursement when traveling on official state business.
5. Conditions of reimbursement and clarification of rates for board and commission members shall

- adhere to OAM 40.10.00.
6. The agency shall reimburse or make payments for travel expenses in accordance with DAS Oregon Accounting Manual and agency operating policies.
 7. Staff and other authorized individuals shall process reimbursement for all travel expenses through the Travel Reimbursement Information Processing System (TRIPS), unless an exception is granted by the Controller.
 8. Staff shall use statewide fleet vehicles, carpooling, videoconferences, and teleconferencing whenever possible instead of using a personal vehicle to conduct state business.
 9. Before using a private vehicle to travel on state business, staff shall receive approval from their manager or supervisor using form MSC 0823. This form shall be attached to each TRIPS claim.
 10. Staff shall submit a completed MSC 1293, including a supervisor or designee's authorized signature, prior to traveling out-of-state following DHS|OHA-040-009-002.
 11. All sponsored travelers shall complete form MSC 1197 with authorization signature in accordance with DHS|OHA-040-021.
 12. Travelers are eligible for lodging reimbursement when the one-way distance from their home or workstation (whichever is closer) is 70 miles or more. Managers may grant exceptions for:
 - a. Medical conditions.
 - b. Travelers who must work before and after their regular work schedule.
 - c. Travelers who are conducting business in the same area for more than one day.
 - d. Weather conditions.
 - e. Unforeseen events.
 - f. Written exceptions shall be attached to TRIPS claim.
 13. DHS|OHA shall reimburse meals while an individual is on travel status on a per diem basis in accordance with the US GSA rates. Refer to OAM 40.10.00 or collective bargaining agreement for eligibility of meal reimbursement.
 14. A mileage chart for cities in Oregon is available through the Oregon Department of Transportation.
 15. City to city mileage that deviates from the ODOT Mileage table by 10 miles or more shall be returned to request specific start and end destination addresses for verification of the difference. For mileage only claims, exact addresses shall be required.
 16. All receipts shall be attached. Meal receipts are not required when reimbursed on a per diem basis.
 17. For travel advances and corporate travel cards refer to OAM 40.20.00 and DHS|OHA 040-008.
 18. If an employee has separated from the state, travel expenses shall be reported on form MSC 1297 with all receipts and supporting documentation attached. A signed copy shall be e-mailed to OFS.TravelUnit@dhsoha.state.or.us.
 19. ***Travel expenses shall be adequately accounted for within 60 days of the last date of 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.
 20. Policy exceptions must be approved by the agency director or designee as described in DAS OAM 40.10.00.PO.

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

MSC 1293 Out-of-State Travel Justification & Authorization
MSC 1197 Sponsored Travel Worksheet
MSC 1297 Travel Expense Claim
MSC 0823 Authorization to Use Private Vehicle

Related policies and procedures

[DHS|OHA-040-009-01](#) Travel Reimbursement Process
[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

Contact

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Policy history

02/28/2002 – Initial Release
05/09/2002 – Revision
01/02/2003 – Revision
05/12/2008 – Revision
05/12/2012 - Revision
04/01/2020 – Updated policy per guidelines in Shared & Central Services Policy Committee: Policy Instructions, writing tips and examples. Updated contact information.

Keywords

Travel, Travel reimbursement for employees, Travel reimbursement for non-employees, travel expense report, TRIPS, Travel approval, Forms for travel, Authorization for travel, Travel receipt requirements, Meal reimbursement, Mileage Reimbursement, Travel advance, Lodging reimbursement, Sponsored travel, In-state travel, out-of-state travel

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