

Process steps

Title:	Sponsored Travel Process
Related to:	DHS OHA-040-021-01
Effective date:	08/03/2020

Purpose

This document provides a step-by-step explanation for the agencies governing travel expenses that will be paid, in whole or in part, by a third-party sponsor for an employee, agent, volunteer or other authorized person representing the agencies in an official capacity.

Process Steps

1. The traveler completes a Sponsored Travel Worksheet MSC 1197 and sends it to their manager with the following supporting documentation:
 - a. A letter or other written notification from the sponsor.
 - b. A pre-conference agenda or other information that:
 - A. Explains the purpose of the event.
 - B. Identifies the key participants and scheduled activities.
 - C. Documents the sponsored travel expenses and proposed payment method.
 - c. Explanation of the benefit to the agency.
 - d. An Out-of-State Travel Justification and Authorization form MSC 1293 if applicable.
2. Within 3 days, the manager reviews the documentation and notifies the traveler of the decision.
3. If approved by the manager, not less than 30 calendar days prior to the scheduled date of travel, the manager submits to the director or designee the documentation provided and a written justification explaining their reason for supporting the employee's request.
4. In the event of an emergency or other unusual circumstance necessitating the need to waive the 30-calendar day requirement, the manager submits a written justification to the director or designee requesting approval to override the 30-day requirement.
5. The director or designee notifies the manager of the decision to approve or disallow within 15 business days.
6. Upon the director or designees sponsored travel approval, the traveler coordinates with the appropriate travel coordinator and sponsor to make the necessary travel arrangements, if applicable, in accordance with DHS|OHA travel policies.
7. The traveler scans and e-mails a copy of the sponsored travel worksheet MSC 1197 to OFS-Receipting.DHS-OHA@dhsoha.state.or.us.
8. The OFS Receipting unit retains the MSC 1197 to match with the sponsors payment.
9. Immediately upon completion of the travel, the traveler:
 - a. Initiates contact and secures payment to DHS|OHA from the sponsor.

- b. Submits a travel claim in the Travel Reimbursement Information Processing System (TRIPS) in accordance with DHS|OHA-040-009 checking the sponsored travel flag to set the alert for the travel unit that there are sponsor funds to apply.
10. **Any travel claims not entered within 60 days of the last date of travel become taxable income per IRS guidelines.**
 11. The manager approves the travel claim after confirming:
 - a. The accuracy of the travel claim.
 - b. The receipt and deposit of the sponsor funds with OFS Receipting.
 - c. The sponsored travel flag has been checked.
 12. The OFS travel unit will reimburse the traveler for any amounts due once the OFS Receipting unit deposits and clears the sponsor funds.
 13. OFS reconciles the sponsored travel grant monthly to clear any sponsor excess revenues.

References

[Oregon Accounting Manual, 40.10.00 PO](#)
[Oregon Revised Statute 244.010 – 244.040, 292.230](#)
[Travel Reimbursement Information Payment System \(TRIPS\)](#)

Forms referenced

[MSC 1197: Sponsored Travel Work Sheet](#)
[MSC 1293: Out-of-State Travel Justification and Authorization](#)

Related policies

[DHS|OHA-040-021](#): Sponsored Travel Policy
[DHS|OHA-040-009](#): Travel Approval and Reimbursement Policy
[DHS|OHA-040-009-01](#): Travel Reimbursement Procedure
[DHS|OHA-040-009-02](#): Travel Authorization Procedure, Out-of-State
[DHS|OHA-040-013](#): Receipting of Checks and Other Negotiable Instruments
[DHS|OHA-040-008](#): Travel Advances and Travel Cards Policy
[DHS|OHA-040-008-01](#): Travel Advances and Travel Cards Procedure
[DHS|OHA-040-008 FAQ](#): Travel Advances and Travel Cards Frequently Asked Questions
[DHS|OHA-040-10-02](#): Inappropriate Actions

Contact

Shawn Jacobsen | 503-385-7154 | Shawn.Jacobsen@dhsoha.state.or.us

Keywords

Out-of-state travel, sponsored travel, third party sponsor, in-state travel, employee travel

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