

Operational Policy

Policy title:	Sponsored Travel		
Policy number:	DHSOHA-040-021		
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Approved:	Don Erickson, DHS Chief Administrative Officer Kris Kautz, Deputy Director Oregon Health Authority		

Purpose

The Department of Human Services (DHS) and Oregon Health Authority (OHA) 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 authorized sponsored 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 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.

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 for sponsored in-state or out-of-state travel, whether the sponsor pays the related travel expenses, in whole or in part.
2. The DHS|OHA directors shall appoint one or more designees with delegated signature authority who have the responsibility for approving or disapproving all sponsored travel requests.
3. The manager shall review the sponsored travel documentation provided by the staff to recommend and request written approval from the agency director or designee. The consideration shall include:

- a. Legal considerations – Attendance is required to satisfy state laws or regulations, federal mandates, and contractual or grant agreements.
 - b. Financial considerations – Attendance is important to secure financial gain or avoid financial loss to the agency’s clients or legislatively approved programs, such as federal funding.
 - c. Agency considerations – Attendance is requested by the sponsor and is necessary to negotiate, make a presentation, or participate in discussions affecting the health, safety, and well-being of the agency’s clients or its programs.
 - d. Training and education – Attendance is necessary to transfer knowledge that is essential for agency program success and no other satisfactory means of obtaining the required knowledge is available.
 - e. Budget considerations -- Impact on agency’s budget for the non-sponsored portion of the travel.
4. The manager shall submit copies of the required documentation to the agency director or their designee not less than 30 calendar days prior to the scheduled date of travel.
 5. The director or their designee may approve an exemption to the required 30-day rule in the event of an emergency or other unusual, unanticipated circumstance based on written justification from the manager.
 6. DHS|OHA shall not approve sponsored travel if acceptance of the payment or reimbursement of travel expenses may cause a conflict per ORS 244.040.
 7. DHS|OHA shall not approve a travel advance for sponsored travel expenses.
 8. DHS|OHA may approve a travel advance for non-sponsored travel expenses if the staff member does not have nor is able to obtain a corporate travel card in accordance with DHS|OHA-040-008.
 9. DHS|OHA shall only reimburse travel expenses, per diem or other authorized miscellaneous travel expenses as authorized in the OAM 40.10.00.
 10. DHS|OHA staff shall not accept gifts, donations, or honorariums when they are in official travel status.
 11. DHS|OHA staff using sponsored travel shall instruct the sponsor to remit any and all payments payable to the agency at the mailing address of the OFS Receipting Unit, DHS|OHA, PO Box 14006, Salem, OR 97309, referencing the traveler name on the payment.
 12. Many federal agencies reimburse travel expenses exclusively via electronic funds transfer (EFT) transactions to an individual’s bank account or by check mailed directly to the travelling individual. Under these circumstances, the sponsored traveler shall remit a check to the agency for the amount of the sponsor payment, referencing their name and OR number to OFS Receipting Unit, DHS|OHA, PO Box 14006, Salem, OR 97309.
 - 13. Immediately upon return from the sponsored travel, the manager shall ensure the agency received the agreed upon sponsor payment and the traveler has submitted their travel expense claim in TRIPS as per DHS|OHA-040-009.**
 14. DHS|OHA shall not reimburse any travel expenses to staff until the agency has received and cleared the payment of the agreed upon sponsored travel expenses.
 15. The sponsored traveler shall be responsible for securing payment from the sponsor for sponsored travel expenses.
 16. When travel expenses are paid directly to the vendors by the sponsor, the expenses shall not be recorded in the statewide accounting records.
 17. DHS|OHA shall record all reimbursements for sponsored travel as revenue.
 18. DHS|OHA shall deposit sponsored monies received in the appropriate Other Funds limitation as miscellaneous receipts.
 19. Any sponsored monies received that exceed the allowable travel expenses may be used at the discretion of the agency.

References

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

Forms referenced

MSC 1197: Sponsored Travel Work Sheet
MSC 1293: Out of State Travel Justification and Authorization

Related policies and procedures

[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-040-009](#): 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-040-10-02](#): Inappropriate Actions
[DHS|OHA-040-013](#): Receipting of Checks and Other Negotiable Instruments
[DHS|OHA-040-021-01](#): Sponsored Travel Procedure

Contact

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Policy history

10/01/2010 – Initial Release
01/01/2012 – Added: Form MSC 1197, Sponsored Travel Work Sheet
08/31/2012 – Repaired broken links.
08/03/2020 – Updated policy per guidelines in Shared & Central Services Policy Committee. Updated contact information and cleaned text.

Keywords

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

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