

Policy

Policy Title:	Sponsored Travel				
Policy Number:	DHS-040-021	Version:	1.0	Effective Date:	10/01/2010

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Approved By: Director of Finance

Date Approved

Overview

Purpose/Rationale:

The purpose of this policy is to provide direction and increase accountability by strengthening internal controls governing travel expenses that will be paid, in whole or in part, by an outside source (third party outside state government) for an employee, agent, volunteer, or other authorized person representing the agency in an official capacity.

An outside source is any individual, private or commercial entity, nonprofit organization or association, international or multinational organization (irrespective of whether the agency holds membership in the organization or association), state (other than Oregon), local, federal or foreign government.

Applicability:

The agency is charged with the responsibility of scrutinizing travel paid or reimbursed by outside sources to ensure that the travel aligns with the agency's mission, the offer does not conflict with ORS 244.040 and the travel does not constitute luxurious travel.

Failure to Comply:

Failure to comply with any provision in this policy, associated policies, standards or procedures may result in disciplinary actions up to and including dismissal from state service or the termination of a contract.

Policy

This policy applies to all in-state and out-of-state sponsored travel whether the sponsor pays the related travel expenses, in whole or in part. The employee must obtain pre-approval from the agency director or his/her designee prior to accepting sponsored travel.

1. Authority

- A. The director or his/her designee shall not approve sponsored travel if it is determined that acceptance of the payment or reimbursement of the expenses under the circumstances would cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of the agency's programs or operations.

B. In making this determination, the director or his/her designee will weigh all relevant considerations, including, but not limited to the:

- b. Identity of the sponsor;
- c. Purpose of the meeting/conference, seminar, speaking engagement, symposium, training course, or similar event;
- d. Identity of other expected partner and agency participants;
- e. Nature and sensitivity of any matter pending at the agency which may affect the interest of the sponsor;
- f. Significance of the employee's official representation of the agency, impact on the employee's position with the agency, or other relevant consideration(s);
- g. Monetary value and character of the travel benefits offered by the sponsor.

If acceptance of the payment or reimbursement of travel expenses may cause a conflict per ORS 244.040, the request for approval shall be denied.

1. Requesting Approval of Sponsored Travel

A. The employee must provide his/her manager with:

- b. A letter or other written notification from the sponsor explaining the purpose of the event (e.g., training, seminar, or speaking engagement);
- c. A pre-conference agenda or other written documentation identifying the key participants and scheduled activities;

Documentation detailing the travel expenses that will be paid by the sponsor and the proposed payment method

The manager will review the documentation for consideration to recommend and request written approval from the agency director or his/her designee for sponsored travel authorization. The manager's written recommendation must include, but is not limited to:

- Explanation of the benefit to the agency for having the employee participate.
 - Legal considerations – Attendance is recommended or necessary to satisfy requirements of state laws or regulations, federal mandates, and/or contractual or grant agreements.
 - Financial considerations – Attendance is important to secure financial gain or avoid financial loss to the agency's clients or legislatively approved programs, e.g., federal funding.
 - 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 program(s).
 - 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.
- Impact on agency's budget.
 - Estimated cost of the travel expenses that will be paid by the agency and not the sponsor.
- Out-of-State Approval
 - Form DHS 1293 or DHS 1293PH, Out-of-State Travel Justification and

Authorization for out of state travel, as required by the agency's Travel Approval and Reimbursement policy, DHS-040-009.

The manager shall submit copies of the required documentation to the agency director or his/her designee not less than 30 calendar days prior to the scheduled date of travel. The director or his/her designee may approve an exemption to the required 30-day rule in the event of an emergency or other unusual, unanticipated circumstance. The manager's request must provide substantial justification for the exemption and be submitted in writing, unless otherwise authorized by the director or his/her designee.

2. *Requesting a Travel Advance for Sponsored Travel*

Under no circumstances shall funds that have been appropriated or authorized by the legislature to the agency be used to issue a travel advance for sponsored travel expenses.

A travel advance may be requested for the non-sponsored travel expenses if the employee does not have or is unable to obtain a travel card per the agency's Travel Advances and Travel Card policy, DHS-040-008. The travel advance shall be reimbursed to the agency within 60 days of the employee completing the travel. If the travel advance has not been reimbursed to the agency within 60 days, the travel advance will be recouped from the employee's next scheduled payroll. If at any time during the 60 day time-frame, the employee terminates employment, the entire travel advance will be recouped from the employee's final wages. This policy does not waive the agency's right to pursue other legal procedures and processes to recoup an outstanding travel advance made to an employee at any time.

3. *Payment of or Reimbursement of Sponsored Travel Expenses*

- A. Employees shall only receive reimbursement of travel expenses, per diem or other authorized miscellaneous travel expenses as authorized in the Oregon Accounting Manual (OAM) 40.10.00. Employees are prohibited from accepting gifts, donations, or honorariums when they are in official travel status, per state laws.
- B. Employees shall not accept travel expense reimbursement directly from the sponsor. The employee shall:
 - b. Ensure the timely completion of and submit all sponsor required forms to the sponsor;
 - c. Instruct the sponsor to remit any and all payments payable to the agency for the travel expenses;
 - d. Provide the sponsor with the mailing address of the OFS Receipting unit;
 - e. Provide the sponsor with the appropriate agency accounting codes, the employee's assigned identification number (ORXXXXXX), and other information that the OFS Receipting unit requires.

The agency understands that many federal agencies reimburse travel expenses exclusively via electronic funds transfer (EFT) transactions to the traveler's bank account or by check mailed directly to the employee. If the employee receives an EFT directly to his/her account from any sponsor or receives a check mailed directly, the employee shall remit a check to the agency for the amount of the EFT deposit or check and provide copies of the documentation for the amount he/she received from the sponsor.

Not more than 60 days upon return to the official work station and completion of the sponsored travel, the manager shall ensure:

- The agency received the sponsor's payment for the agreed upon travel expenses or the employee issued a personal check made payable to the agency and provided a copy of the amount paid by the sponsor directly to him/her;

- The employee submitted his/her travel expense report via the agency's Travel Reimbursement Information Payment System (TRIPS) or, if authorized, on form DHS 1297 for reimbursement as provided by agency policies.

All travel expenses shall be recorded against the agency's appropriate appropriation or limitation. When travel expenses are paid directly to the vendors by the sponsor, the expenses are not recorded in the statewide accounting records.

All reimbursements for sponsored travel shall be recorded as revenue. The monies received shall be deposited in the appropriate Other Funds limitation as miscellaneous receipts. The use of any monies received that exceed the allowable travel expenses may be used at the discretion of the agency.

1. *Non-payment of Sponsored Travel Reimbursement*

- A. The employee shall not receive reimbursement of any travel expense unless the agency has first received:
- b. Payment of the agreed upon travel expenses from the sponsor, or
- c. Payment from the employee and a copy of the documentation showing the amount paid directly to the employee by the sponsor, e.g., a copy of the check or EFT transfer.

The employee is responsible for initiating contact with and securing payment on behalf of and to the agency from the sponsor for the sponsored travel expenses.

Policies that apply:

[DHS-040-007](#): Payroll Management

[DHS-040-008](#): Travel Advances and Travel Cards Policy

[DHS-040-009](#): Travel Approval and Reimbursement Policy

[DHS-040-013](#): Receipting of Checks and Other Negotiable Instruments

Procedure(s) that apply:

[DHS-040-008-01](#): Travel Advances and Travel Cards Procedure

[DHS-040-009-01](#): Travel Reimbursement Procedure

[DHS-040-009-02](#): Travel Authorization Procedure, Out-of-State

[DHS-040-021-01](#): Sponsored Travel Expense Reimbursement

Definition(s):

Definition Term: Type the meaning of the word here.

Forms that apply:

MSC 1197: Sponsored Travel Work Sheet [PDF](#)

DHS0825: Travel Advance Request [PDF](#) [WORD](#)

DHS1293: Out of State Travel Justification and Authorization [WORD](#)

DHS1293PH: Out of State Travel Justification and Authorization – Public Health [PDF](#)

DHS1297: Travel Expense Claim [EXCEL](#)

Travel Reimbursement Information Payment System ([TRIPS](#))

DHS 2406: Employee Report of Travel Awards [PDF EXCEL](#)

DHS 2407: Out of State Travel Justification Requiring DAS Approval [WORD](#)

DAS Corporate Travel Card Agreement [PDF](#)

Reference(s):

Oregon Accounting Manual, 40.10.00 PO

Oregon Revised Statute 244.010 – 244.040, 292.230

American Federation of State, County, & Municipal Employees (AFSCME) Collective Bargaining Agreement, as amended

Oregon Nurses Association (ONA) Collective Bargaining Agreement, as amended

Service Employee International Union (SEIU) Collective Bargaining Agreement, as amended

U. S. General Service Administration, Federal Travel Regulation

U. S. Department of Health and Human Services Travel Manual

Contact(s):

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Policy History:

- **Version 2.0:**
 - 01/01/2004 Reaffirmed
 - 07/01/2003 Revised
- **Version 1.0:**
 - 08/31/2012 – Broken links repaired.
 - 10/01/2010 - Initial Release
 - 01/01/2012 Form added: MSC 1197 Sponsored Travel Work Sheet

Keywords:

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