

Operational Policy

Policy title:	Air Ticket Purchase		
Policy number:	DHSOHA-040-022		
Original date:	08/01/2014	Last update:	08/03/2020
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 booking airfare 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 purchasing airline tickets for agency related business travel.

Applicability

This policy applies to all DHS and OHA agents of the state including employees, volunteers, board members, trainees, interns, interview candidates, 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. The Office of Financial Services (OFS) shall establish internal controls for the purchase of airline tickets for agency related business travel.
2. The appropriate statewide price agreements shall apply to all airline tickets related to business travel.
3. Each agency director shall designate and maintain a list of agency employees as travel coordinators and ghost credit card account holders.

4. Each agency director shall ensure all assigned travel coordinators receive travel coordination training.
5. The designated travel coordinator shall verify an Out-of-State Travel Justification and Authorization form MSC1293 has been completed and authorized prior to booking airfare.
6. Designated travel coordinators shall use the contracted statewide travel agency to book airfare following the buy decision matrix Lowest Logical Airfare DHS|OHA-040-022-1.
7. Travelers shall fly coach class regardless of funding source unless the difference is paid from the traveler's personal funds as referenced in OAM 40.10.00.
8. Recruitment and sponsor prepaid airfare are exempt from this policy.

References

[Oregon Accounting Manual \(OAM\) 40.10.00.](#)

Forms referenced

MSC 1293: Out of State Travel Justification and Authorization

Related policies and procedures

[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-040-021](#): Sponsored Travel Policy

[DHS|OHA-040-021-01](#): Sponsored Travel Procedure

[DHS|OHA-040-022-1](#): Lowest logical airfare guideline

Contact

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Policy history

08/01/2014 Initial Release Department of Human Services

07/07/2015 Established joint DHS|OHA policy

08/01/2018 Updated policy per guidelines in Shared & Central Services Policy Committee. Updated contact information and cleaned text. Updated current state travel agent contractor.

08/03/2020 Updated format and clarification of policy statements. Updated travel agency references.

Keywords

Travel agency, travel coordinators, lowest logical airfare, purchasing airline tickets, airline tickets, tickets for travel, air ticket, airport, airline reservations, travel reservations

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