## Procedure Title:
Out-of-State Travel Authorization

## Procedure Number:
DHS|OHA-040-009-02

## Version:
1.0

## Effective Date:
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Approved by (authorized signer name) Date approved

### Procedure:

This procedure establishes the process for Out-of-State travel authorization for the Department of Human Services and Oregon Health Authority.

### Applicability:

All employees shall adhere to this procedure. Failure to comply with any provision in the policy or procedure may result in disciplinary action in accordance with agency policies and applicable state laws, rules and regulations.

### Step
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<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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| Out of State Travel Request | Traveler | Requests initial permission to travel from supervisor as required.  
NOTE: For DHS, formal request needs to be initiated in time to be presented to the appropriate Chief Operating Officer (COO) outlined in step 5 below, at least 30 days before travel begins.  
Forwards the supporting documentation and/or justification to Travel Coordinator to aid in completing the DHS 1293: Out-of-State Travel Justification and Authorization form. |
| Request Verification | Travel Coordinator | Verifies the information provided in the supporting documentation is clear and complete.  
Completess the DHS 1293 using allowable and appropriate resources to estimate the cost of the trip. NOTE: Final adjustments to cost estimates are common – see step 6 for further instruction.  
Advises Traveler of applicable agency policies, administrative restrictions and guidelines. If the business need for travel requires an exception, the |
| Request Form | Traveler | Signs the DHS 1293.  
|             |         | • Signature verifies all information is accurate to the best of traveler’s knowledge.  
|             |         | • If changes are made to the DHS 1293, Steps 2, 3 and 4 must be repeated.  
|             |         | • Routes DHS 1293 to obtain all applicable approvals noted below in Step 4.  
| Manager Verification | Manager/Supervisor | Signs the DHS 1293.  
| Program Director/District Manager |         | • Signature verifies travel is within the scope of the traveler’s position or role.  
|         |         | • If the business need for travel requires an exception to applicable agency policies, administrative restrictions and guidelines, the approving manager must seek an exception via email or other form of communication through the appropriate Chief Operating Officer (COO). If applicable, documentation of an exception approval must be forwarded to the Travel Coordinator.  
|         |         | • If changes are made to the DHS 1293, Steps 2, 3 and 4 must be repeated.  
|         |         | • Routes to next approval level (within current step 4) if applicable, or proceeds to step 5 below.  
|             |         | Signs the DHS 1293.  
|             |         | • Signature verifies business need, and that supporting documentation meets the agencies policies, administrative restrictions and guidelines.  
|             |         | • Signature verifies funds are available for expenditure.  
|             |         | • If changes are made to the DHS 1293, Steps 2, 3 and 4 must be repeated.  
|             |         | • Routes to next approval level (within current step 4) if applicable, or proceeds to step 5 below.  

approving manager must seek an exception via email or other form of communication through the appropriate Chief Operating Officer (COO). Assures any exceptions to per diem follow DAS OAM 40.10.00.P0 guidelines and are properly documented. Completes sponsored travel form when applicable. For DHS, travel coordinator initials the top right corner to show review and completeness of the DHS 1293 and routes to Traveler for review and signature.
| Field Services Administrator/Manager | Signs the **DHS 1293**.  
| | • Signature verifies business need, and that supporting documentation meets the department’s policies, administrative restrictions and guidelines.  
| | • Signature verifies funds are available for expenditure.  
| | • If changes are made to the **DHS 1293**, Steps 2, 3 and 4 must be repeated. |
| Chief Operating Officer Approval | Chief Operating Officer (COO) or Delegate | Signs the **DHS 1293**.  
| | • Signature of COO is determined by traveler’s assigned program or service area.  
| | • Signature concurs that the travel will benefit the department and program mission and that the request is supported by current agency policies, administrative restrictions and guidelines.  
| | • As applicable, approves or denies all exception requests.  
| Director [Required ONLY for COO Travel] | Signs the **DHS 1293**.  
| | • Signature concurs that the travel will benefit the agency and program mission and that the request is supported by current agency policies, administrative restrictions and guidelines.  
| | • If applicable, approves or denies per diem exception request. |
| Travel Arrangements | Travel Coordinator | **NOTE:** Final adjustments to cost estimates are common. The travel coordinator will work with the COO’s to determine when adjustments to the original estimates require a secondary review and approval at steps 4 and 5 above.  
| | Notifies the traveler when the travel (DHS 1293) has been approved or denied.  
| | Utilizes the State contracted travel agencies’ on-line reservation tool (ResX), and the Lowest Logical Airfare (LLA) matrix to facilitate purchase of airfare per DHS/OHA 040-022 Air Ticket Purchase policy.  
| | **NOTE:** At the discretion of the Travel Coordinator – once Travel Authorization has been completed, the actual purchase of airfare may be delayed based on optimal lead-time pricing.  
| | Collects and processes paperwork and completes steps necessary to track and recover reimbursable funds due to the agency for sponsored travel and to ensure reimbursement of funds due to the |
Policy that applies:
DHS-040-009: Travel Approval and Reimbursement Policy

Form(s) that apply:
DHS 1297: Travel Expense Claim - PDF, Word or Excel
Per Diem Rates: U.S. GSA CONUS
Travel Web Site

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Procedure History:
- **Version 1.0:** 01/01/2015 (Initial Release)

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