

Internal Operations Manual

SUBJECT: Travel **NUMBER:** 107-XX-XXX
DIVISION: Office of Business Administration **EFFECTIVE DATE:** 11-01-00

APPROVED:

DEFINITIONS:

[1] Accountability – Employees are responsible for accounting for their travel expenses accurately. All staff will ensure travel is conducted in the most efficient and cost effective manner.

[2] Airfare – For airline ticket purchases refer to appropriate price agreements. All personnel shall fly coach class regardless of funding source. ***No state employee will be reimbursed for airline tickets personally purchased.***

[3] Approval Authority – Travel expense detail sheets must be approved by staff with the authority to do so. Subordinates will not approve for supervisors. Written Signature Authority authorizations must be on file with Office of Business Administration (OBA) to be effective.

[4] Cash Advance - Cash advances to employees for business travel expenses are allowed only on an exception basis. Written authorization of an exception must be presented to Disbursements at least four working days in advance of the employee's date of departure. The corporate travel charge card program has been established to cover circumstances where employees do not wish to temporarily use personal funds for business travel. See OAM 40.20.00.PO for information on Travel Advances and Corporate Travel Charge Card Program.

[5] Circuit Travel - When more than one location is visited on a continuous trip; the per diem amount of the location for the last day of official state business determines the per diem for the final day of travel.

[6] Commercial Travel – Commercial travel is travel requiring an overnight absence and use of commercial lodging away from the employee's official station.

[7] Conferences – While attending conferences at a hotel/motel that is designated as the official conference site, the lodging per diem rate may perhaps be adjusted if the standard lodging per diem is not adequate. Refer to OAM 40.10.00.PO .110 (c) for information on official Conference Hotel/Motel.

[8] Corporate Credit Card (State Corporate Travel Card) - The preferred method of providing the appropriate means for state employees to pay authorized travel expenses is through the use of the corporate travel card. The travel card reduces the administrative burden of application, voucher/warrant issuance costs, cash advance reporting, reconciliation, and some auditing costs associated with a state cash advance. In addition, use of the travel card sustains state cash resources. Agencies may adopt the use of the corporate travel card as a means to provide state employees with the ability to pay for authorized state business travel expenses. State employees may opt to use their personal credit card in lieu of obtaining the corporate travel card and/or a cash advance requesting direct payment to service providers (hotels, motels etc.)

[9] In-State Travel – Travel from a point of origin within Oregon to a point of destination within Oregon. In-state travel may also be from a point outside Oregon to a destination within Oregon. In-state rates are used for all travel within the state of Oregon.

[10] Insurance - Employees are covered by state liability and workers' compensation insurance

[11] Foreign Travel - Foreign travel comprises of travel in foreign countries. It does not include travel in Alaska, Hawaii, Puerto Rico or U.S. Possessions.

[12] Non-Commercial Travel - Travel requiring an overnight absence from an employee's official station during which non-commercial lodging is used (e.g., camping equipment, recreational vehicle or private home resulting in an economic benefit to the state).

[13] Official Station - The official workstation is the physical work location an employee is permanently assigned. Examples of physical locations are a desk, cubicle, office building or personal residence.

[14] Out-of-State Travel – Out-of State Travel is travel from a point of origin within Oregon to a point of destination within another state and return. Or, travel from a point of origin outside the state of Oregon to a destination within another state. Out-of-state travel rates are used for all travel with a destination outside the state of Oregon.

[15] Out-of-State Travel Authorization Form - *All out-of-state travel requires preauthorization*, in writing, by the Director of Operations or designee. The purpose of this authorization is to detail the purpose of the trip and its value to the state. Also, the application must detail any exceptions to Departmental Travel Rules in advance of the trip.

[16] Per Diem – Reimbursement for lodging, meal and incidental expenses for a 24-hour period.

[17] Reimbursement by Outside Entity - Agencies are charged with the responsibility of scrutinizing travel paid by outside sources to ensure that the travel

is in line with the agency's mission and does not constitute luxurious travel. The Division Administrator must approve such travel. In the case of a Division Administrator, the Administrator's immediate supervisor must approve travel being reimbursed by an outside source. Personnel are not allowed to receive travel expense reimbursement directly from outside sources for travel that occurs while on official state travel status. Payment must be made to the agency and at rates allowed by this policy. Divisions are to record all agency-paid travel expenses against appropriations/limitations. Division Administrators are not allowed to grant exceptions to this rule.

[18] Travel Award – Any object of value awarded by a business providing commercial transportation, lodging, meals and/or incidentals that may be used to reduce travel costs. Refer to OAM 40.10.00.PO for information on Travel Awards.

[19] Transportation – The division administrator or designee must authorize transportation – either verbally or in writing when vehicle travel is justified. A state owned vehicle would be used unless travel in a private vehicle is required or beneficial. Refer to OAR State Vehicle Use and Access.

[20] Travel Expense Detail Sheet – Either paper or the electronic version of this form may be used to reimburse all travelers for official state business travel. Completion of block 24 is mandatory. Travel expense reimbursement claims will not be processed if this block is left blank. ***No individual traveler may claim payment for the expenses of another traveler.***

[21] Travel Status – An individual is on travel status from the time they start and return to their official workstation. Travelers must fill in the TEDS time of departure as the time leaving official workstation, not flight departure time.