



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title: Out-of-State Travel Authorization	DOC Policy: 30.4.2
Supersedes: Procedure #52, Out-of-State Travel Authorization dated 7/1/95	
Applicability: All functional units	
Directives Cross-Reference: None	

I. PURPOSE

To establish guidelines for the approval of out-of-state travel for official state business of the Department of Corrections (DOC) in accordance with Oregon Accounting Manual (OAM) Section 060100.PO.109.

II. DEFINITIONS

- A. Authorization Form: State form (Z5-095720) shall be used in the approval process and is available through Boise Cascade Office Products.
- B. Functional Unit Manager: Any person within the Department of Corrections who reports either to the Director, Deputy Director, or Assistant Director and has responsibility for the delivery of program services or the coordination of program operations.
- C. Official State Business: Activity conducted by any agency personnel that has been authorized by that agency in support of approved state programs.
- D. Out-of-State Travel: Travel to a destination outside the borders of Oregon.

III. POLICY

A. Who Can Travel

Any employee or DOC representative may be authorized out-of-state travel for the purpose of conducting official state business that relates to the DOC scope of responsibilities.

Note: OAM Policy 060100.PO.111 suggests limiting out-of-state travel to one employee per event unless agency justifies, approves, and documents reason for more than one employee.

B. Method of Travel

Out-of-state travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to the state.

C. Approval Process

1. Prior to the out-of-state travel, the employee or DOC representative must submit to their immediate supervisor a completed Out-Of-State Travel Authorization form, accompanied by relevant information and justification for the trip.
2. The supervisor will review the request and recommend approval or disapproval based upon the necessity and justification for travel. If the travel request is recommended for approval, the Out-of-State Travel Authorization form will go to the functional unit manager for approval.
3. The functional unit manager will review the Out-of-State Travel Authorization form and recommend approval based upon the assurance that funds are available and that the travel is justified. The functional unit manager shall then submit the approved Out-of-State Travel Authorization form to the Assistant Director responsible for funding the travel.
4. The Assistant Director will review the Out-of-State Travel Authorization form and recommend approval or disapproval based upon a determination that the travel relates to DOC scope of responsibility and meets the criteria for out-of-state travel.
5. The Assistant Director will submit the approved Out-of-State Travel Authorization form to the Director for final approval.
6. The Director or his/her designee must authorize out-of-state travel in advance. Out-of-state travel on short notice because of unusual circumstances requires a written explanation submitted with the authorization form.
7. Approved authorization forms shall be forwarded to Fiscal Services Central Accounting. Disapproved authorization forms will be returned to the functional unit.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.