

Procedure Title:	Sponsored Travel Expense Reimbursement		
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Approved By: Jim Scherzinger, Deputy Director
of Finance

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Procedure

This procedure emphasizes accountability and responsibility and provides authoritative guidance with respect to the acceptance of in-state or out-of-state sponsored travel and the subsequent direct payment or reimbursement to the agency, in whole or in part, for lodging, transportation, subsistence, and other related travel expenses.

Agency policies, state laws and the Oregon Accounting Manual (OAM) prohibits employees from accepting payment in cash, and electronic funds transfer, check or similar instrument made payable to them from a sponsor or other outside sources.

Step	Responsible Party	Action
1. Sponsored Travel Authority	Agency Director. Designee	Per state law and the OAM, the agency director may appoint a designee(s) with the responsibility for approving or disapproving all sponsored travel requests. The written appointment must be signed by the agency director and the designee(s) must have the appropriate agency expenditure decision authority.
2. Requesting Approval	Manager, Employee, Director, Designee	The employee is responsible for providing his/her manager with the appropriate documentation supporting the request for consideration to request the director's or designee's approval of the in-state or out-of-state sponsored travel. The documentation must include, but is not limited to the letter or other written notification from the sponsor and: <ul style="list-style-type: none"> ▪ The pre-conference agenda or other information that: <ul style="list-style-type: none"> ▪ Explains the purpose of the meeting/conference, seminar, speaking engagement, symposium, training course, or similar event; ▪ Identifies the key participants and scheduled activities ▪ Documents the sponsored travel expenses and proposed payment method. ▪ Explanation of the benefit to the agency derived as a

		<p>result of approving the sponsored travel and allowing the employee to participate;</p> <ul style="list-style-type: none"> ▪ Estimated cost of the travel expenses that will be paid by the agency and not the sponsor. <p>The employee must complete a Sponsored Travel Work Sheet, MSC 1197 and a form DHS 1293 or 1293PH if the travel will be out-of-state travel.</p> <p>Within three business days the manager will review the documentation and notify the employee of the decision.</p>
3. Director's or Designee's Approval	Director, Designee, Manager	<p>Not less than 30 calendar days prior to the scheduled date of travel, the manager must submit to the agency director or designee:</p> <ul style="list-style-type: none"> ▪ Written notification explaining his/her reason for supporting the employee's request, and ▪ The required documentation provided by the employee. <p>The agency director or designee will notify the requesting manager of the decision to approve or disallow within 15 business days.</p>
4. Expedited Approval Process	Director, Designee, Manager	<p>In the event of an emergency or other unusual, unanticipated circumstance and upon approval, the manager must submit written justification to the director or designee requesting approval to waive the 30 calendar day requirement.</p> <p>The director or designee will weigh all relevant considerations prior to making a timely decision.</p>
5. Travel Arrangements	Employee, Manager, Travel Coordinator	<p>Upon the director's or designee's approval to accept the sponsored travel, the employee is responsible for:</p> <ul style="list-style-type: none"> ▪ Coordinating with the appropriate agency travel coordinator and sponsor to make the necessary in-state or out-of-state travel arrangements, e.g., transportation, lodging, or other travel considerations; ▪ Submitting copies of the sponsored travel documentation to the Financial Services Receipting unit. The documentation must include the employee's OR number, the dates of anticipated travel and correct accounting information, e.g., PCA, index, grant number, and agency object(s). <p>The Financial Services Receipting unit shall retain the documentation on file in order to properly classify and record the payment for the sponsored travel expenses when received.</p>
6. Travel Advances	Employee, Manager, Financial Services	<p>The employee shall not request or obtain a travel advance for any portion of the travel expenses the sponsor has agreed to pay as detailed in the sponsor's written notification.</p>

		<p>The employee may request the manager's approval for the estimated travel expenses that will not be paid by the sponsor, provided 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.</p>
<p>7. Travel Advance Repayment</p>	<p>Employee, Manager, Financial Services</p>	<p>Within 30 days upon completion of the travel, employees who received a travel advance shall submit their completed non-sponsored travel expenses via the agency's Travel Reimbursement Information Payment System (TRIPS) or on form DHS 1297, if authorized.</p> <p>If the travel advance is less than the non-sponsored travel expenses, the employee will be reimbursed for the additional amount due. If the travel advance was in excess of the non-sponsored travel expenses, the employee must repay the agency.</p> <p>The employee shall reimburse the agency for the travel advance within 60 days upon completion of the travel. If the employee fails to timely reimburse the agency, the travel advance will be recouped from the employee's next scheduled payroll.</p> <p>If at any time the employee terminates employment with the agency, the travel advance will be recouped from the employee's final wages.</p>
<p>8. Reimbursement or Payment of Sponsored Travel Expenses</p>	<p>Employee, Manager, Financial Services</p>	<p>The employee is responsible for initiating contact with and securing payment to the agency for the sponsored travel expenses. The employee is prohibited from accepting the travel expense reimbursement directly from the sponsor.</p> <p>The employee is responsible for ensuring:</p> <ul style="list-style-type: none"> ▪ All documentation required by the sponsor is completed and submitted to the sponsor in a timely manner. ▪ The sponsor is: <ul style="list-style-type: none"> ▪ Provided the mailing address of the Financial Services Receipting unit; ▪ Instructed to remit all payments made payable or electronically transferred to the agency; ▪ Provided with the appropriate accounting or other information to ensure the payment is properly recorded by the Receipting unit in the statewide accounting system. <p>In the event the sponsor requires the employee to directly accept the travel expense reimbursement via electronic fund transfer (EFT), by check or other</p>

		negotiable instrument, upon receipt of the monies the employee shall immediately remit payment to the agency for the amount of the monies received. The employee must attach a copy of the documentation clearly showing the amount of the monies received with his/her payment to the agency.
9. Employee's Travel Expense Reimbursement	Employee, Manager, Financial Services	<p>The employee must submit his/her travel expense report via the agency's Travel Reimbursement Information Payment System (TRIPS) or, if authorized on form DHS 1297 after the agency has received payment for the sponsored travel expenses.</p> <p>Prior to the agency's receipt of payment for the sponsored travel expenses, the employee may submit a travel expense report for reimbursement of the non-sponsored travel expenses upon completion of the travel and return to his/her work station. The employee must clearly note on the travel expense report that the travel expense report does not include any sponsored travel expenses that the sponsor agreed to pay.</p> <p>Prior to electronically or signature approving the employee's travel expense report and to demonstrate budgetary compliance, the manager shall:</p> <ul style="list-style-type: none"> ▪ Confirm the accuracy of the travel expense report to ensure compliance to agency policies and applicable state laws. ▪ Contact the Financial Services Receipting unit via email or telephone that payment for the sponsored travel expenses has been received. The Receipting unit will confirm back to the manager within one business day. The amount and date of payment will be provided to the manager if it was received. ▪ The monies received for the sponsored travel expenses are recorded to the same funding sources as the sponsored travel expenses submitted by the employee; e.g., PCA, index, grant, and program budget.
10. Recording the Transactions	Employee, Manager, Financial Services	<p>Financial Services is responsible for:</p> <ul style="list-style-type: none"> ▪ Verifying the payment for the sponsored travel expenses is deposited timely and recorded as miscellaneous revenue; ▪ Seeking clarification or obtaining additional documentation from the employee's manager to ensure the revenue is properly recorded in the statewide accounting system.

11. Auditing Travel Expenses	Employee, Manager	All travel claims are subject to detailed audit by internal and external auditors. Managers shall ensure the employee complies fully with requests for records and documentation supporting all travel expense reports. Employees may be held financially accountable for improper use of state funds, per agency policies and state laws.
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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-040-010](#): Delegation of Expenditure Decision Authority

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

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

Procedures 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-040-010-01](#): Exercising Expenditure Decision Authority

[DHS-040-010-02](#): Inappropriate Actions

Form(s) that apply:

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

DHS0219W: Travel and Trips Claim [WORD](#)

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

DHS 1293PH: Out of State Travel Justification and Authorization – Public Health [PDF](#)

DHS 1297: Travel Expense Claim [PDF](#) [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](#)

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Procedure History:

- **Version 1.0:**
 - 10/01/2010 (Initial Release)
 - 01/01/2012 Form added: MSC 1197 Sponsored Travel Work Sheet