



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title: Travel and Employee Reimbursement	DOC Policy: 30.4.1
Supersedes: Procedure #22, Travel and Employee Reimbursement dated 1/2/93	
Applicability: All functional units	
Directives Cross-Reference: Policies: Corporate Travel Charge Card (Diners Club) – 30.4.3 Out-of-State Travel Authorization – 30.4.2	

I. PURPOSE

To identify the policies for disbursements of travel reimbursements of authorized expenses for approved travel or transfer on official business of the Department of Corrections (DOC).

II. DEFINITIONS

A: Functional Unit Manager: Any person with 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.

III. POLICY

A. Travel Approval

1. An employee or DOC representative anticipating a need for any travel that constitutes absence from the official duty station must request and receive approval prior to any travel. In most cases, the immediate supervisor is the appropriate staff person to communicate the request for approval, written or verbal.
2. The supervisor will review the request and recommend approval or disapproval based upon the availability of funds and the contribution the trip will make toward furthering the department's mission, goals, and objectives. For requests recommended for approval, the supervisor will select the method of transportation most advantageous to the state. Factors to be considered include:
 - a. The cost, including productive time loss and possible overtime;
 - b. The objective of the trip;
 - c. The public image; and
 - d. Consistency with the state's energy conservation policies. In general, the state shuttle bus, commercial carriers, and state vehicles are the most economical means of travel available. The use of private vehicles when state vehicles or state-sponsored

transportation are available is discouraged; however, the nature of a travel assignment may be a valid reason for approving use of a privately-owned vehicle on an exceptional basis.

3. Upon approval by the employee's supervisor, all travel requests not arising out of the normal course of employment must be submitted to the functional unit manager or designee for approval.
4. Requests for travel outside the State of Oregon must be submitted by the functional unit manager to the manager's Assistant Director for approval. Assurance must be made that funds are available prior to approval. The Director or designee must authorize out-of-state travel in advance in accordance with the department's policy on **Out-of-State Travel Authorization**.

B. Travel Advance and Reimbursement

1. The department, consistent with the direction of the Department of Administrative Services (Oregon Accounting Manual Section 06 02 00.103 - Travel Advances and Corporate Travel Charge Card Program), discourages the use of travel advances.
 - a. To accommodate the travelers' needs, a corporate travel card is encouraged in accordance with the policy on **Corporate Travel Charge Card (Diners Club)**. In addition, DOC has many in-state direct bill hotels. In the event the employee uses a hotel which directly bills the department, only hotel charges may be applied to the direct bill. In order to verify and process the employee's travel authorization sheet on a timely basis, a copy of the direct bill receipt must be attached.
 - b. Cash advances may be granted only in the following cases:
 - (1) Employee has been denied a corporate travel charge card;
 - (2) Newly hired employee must travel prior to card being issued;
 - (3) One time travel for an employee who does not travel on a regular basis; and
 - (4) Management determines on a case-by-case basis or on the basis of DOC criteria that the use of the corporate travel card will impede the mission of the agency and is not a reasonable business alternative.
2. Reimbursements:
 - a. Reimbursements for expenses incurred for an employee because of travel on department business will be made in accordance with the guidelines set forth in the contract language for represented staff. Unrepresented, management service, or executive service employees will be reimbursed for travel expenses consistent with the applicable sections of the OAM 06 01 00.PO.114 through 134.

Receipts will be required for all lodging reimbursements and all other authorized travel expenses that individually exceed \$25 (this does not apply to meals.) Charge card receipt forms are valid for requesting reimbursement if it is electronically generated with complete details of the purchase. When a receipt is unavailable or lost, a written statement is required by the claimant providing the reason(s). In the absence of satisfactory explanation, a reimbursement may not be allowed.

- b. Travel reimbursements from entities outside of state government will be submitted to the Fiscal Services for deposit. Reimbursements for expenses incurred by any employee from the outside source will be made in accordance with the OAM 06 01 00.PO.157 & .158.

C. Special Travel Expenses

1. Reimbursement for special travel expenses (e.g., house hunting, rescinded transfer, relocation allowance, etc.) will be governed by applicable Human Resources policies, collective bargaining contracts, and rules promulgated by the Department of Administrative Services.
2. Inmate Transfer Cases: Transfer of persons being returned to custody of the Department of Corrections may involve one or the other of two fiscal accounts, according to circumstances:
 - a. The "Arrest and Return of Fugitive" account is administered by the Department of Administrative Services. An Out-of- State Travel Authorization form for return of an extradited escapee will be submitted to the Governor's Office for approval (see the **Out-of-State Travel Authorization** policy). Contact the Fiscal Services administrator for instructions.
 - b. The "Transfer of State Wards" account is administered by the department. The Interstate Compact Office shall initiate requests for travel to the Fiscal Services administrator.

D. Volunteer

Functional unit managers will be authorized to provide for payment of mileage from allotted funds, not-to-exceed the approved state mileage rate, to any volunteer who cannot be granted the use of a state-owned vehicle and consequently must use a private vehicle.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

