



**DEPARTMENT OF CORRECTIONS
Chief Financial Office**



Title:	Travel and Employee Reimbursement	DOC Policy: 30.4.1
Effective:	03/08/18	Supersedes: 05/01/99
Applicability: All functional units		
Directives Cross-Reference: DOC Policies: Corporate Travel Card – 30.4.3 Out-of-State Travel Authorization – 30.4.2 DAS OAM 40.10.00		
Attachments: None		

I. PURPOSE

To establish guidelines for payment of travel expenses in an efficient, cost-effective manner resulting in the best value for the Department of Corrections (DOC).

II. DEFINITIONS

A. 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.

III. POLICY

A. General

1. Policy Exceptions: Travel Policy exceptions may be approved by the agency head for his or her subordinates on a case-by-case basis to meet DOC business needs.
2. Policy exceptions for agency heads should be approved by the agency deputy director or CFO.
3. Reimbursement of personal expenses are not authorized (e.g. employees will not be reimbursed for parking tickets, lodging safe fees or commuting mileage. Commuting mileage is defined as the distance from the employee's residence to primary workstation).
4. DOC Paid Expenses: When and where practical, employees shall pre-arrange official state business meetings and have the costs paid directly by the agency.
5. Travel related expenditures or accommodations paid by or provided by DOC shall not be paid or reimbursed to the employee.
6. Employees are not allowed to direct-bill meals to lodging receipts.

B. 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 **DOC Policy 30.4.2: Out-of-State Travel Authorization**.

C. Travel Advances

For information about travel advances, refer to **DOC Policy 30.4.4: Travel Advances**.

D. Travel Reimbursements

Requests for travel reimbursement shall be made within 30 days of travel and documented on the Travel Expense Detail (form and instruction available at : U:\General Information\Travel Information and Forms) NOTE – Travel claims made after 60 days become taxable to the employee.

1. 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 OAM 40.10.00.
2. Travel reimbursements from entities outside of state government will be submitted to Financial Services for deposit. Reimbursements for expenses incurred by any employee from the outside source will be made in accordance with OAM 40.10.00.130.

E. 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 (DAS).
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 DAS. 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 DOC Policy 30.4.2**). Contact the Financial 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 Financial Services administrator.

F. Provisions for Authorized Non-State Individuals Including Volunteers

Functional unit managers may authorize payment of mileage from allotted funds, not to exceed the approved state mileage rate, to any authorized non-state individuals, including volunteers, who cannot be granted the use of a state-owned vehicle and consequently must use a private vehicle.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: ___signature on file_____
Michelle Mooney, Rules Coordinator

Approved: __signature on file_____
Brian Belleque, Deputy Director