



**DEPARTMENT OF CORRECTIONS  
Chief Financial Office**



<b>Title:</b>	<b>Out-of-State Travel Authorization</b>	<b>DOC Policy: 30.4.2</b>
<b>Effective:</b>	<b>3/05/18</b>	<b>Supersedes: 05/01/99</b>
<b>Applicability: All functional units</b>		
<b>Directives Cross-Reference:</b> DOC Policy 30.4.1: Travel and Employee Reimbursement DAS Policy OAM 40.10.00 ORS 292.230		
<b>Attachments:</b>		

**I. PURPOSE**

To establish guidelines for the approval of out-of-state travel for official state business of 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.
- B. Official State Business: Activity conducted by any agency personnel that has been authorized by that agency in support of approved state programs.
- C. Out-of-State Travel: Travel to a destination outside the borders of Oregon.
- D. 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.
- E. 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.

**III. POLICY**

Agencies shall limit the number of officers and employees attending the same out-of-state business meeting and, to the extent possible, develop information sharing for reporting and other aspects that have benefits to more than one person and/or agency.

- A. 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 (CD 1413), accompanied by relevant information and justification for the trip. The exception is the Director does not need pre-approval for out-of-state travel that is either overnight or non-overnight. However, it is recommended in the case of overnight out-of-state travel that the Director documents it for internal control purposes.
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 (CD 1413), will go to the functional unit manager for approval.
3. The functional unit manager will review the Out-of-State Travel Authorization form (CD1413) 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 authorization form to the Assistant Director responsible for funding the travel.
4. The Assistant Director will review the 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 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 Financial Services Central Accounting. Disapproved authorization forms will be returned to the functional unit.

V. **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