

Procedure Title:	Travel Reimbursement		
Procedure Number:	DHS-040-009-01	Version:	2.0
Effective Date:	Upon Approval		

Signature on file in the office of the Chief Administrative Officer

05/12/2008

Approved By: DHS Deputy Director of Finance

Date Approved

Procedure

Step	Responsible Party	Action
1.	Traveler	<p>First time travelers must be added to the accounting system to be reimbursed. (Allow 3 days to activate account.)</p> <p>Provide the following information to the Office of Financial Services (OFS) Travel Unit, to be added:</p> <ul style="list-style-type: none"> Name. Complete mailing address, where your check will be sent. Social Security Number for non-state employees or Oregon Employee Identification number for state employees.
2.	OFS	Set up new traveler in accounting system.
3.	Traveler	<p>Employees complete a TRIPS reimbursement claim within 60 days of travel.</p> <p>OR</p> <p>Non-employees complete the DHS Travel Expense Claim form within 60 days of travel.</p> <p>Submit form with applicable documents:</p> <ul style="list-style-type: none"> Copy of approved out-of-state authorization and authorization number is required on paper claims and TRIPS claims. Conference agenda, brochure, etc and travel itinerary.

		<ul style="list-style-type: none"> • Lodging-attach receipts including the name of lodger, date of occupancy, room rate (single rate if shared room and only one authorized traveler). • Meals generally do not require documentation. Receipts are required when a policy exception has been granted, a meal is a required agenda item at a conference and the selection and cost of the meal is beyond the control of employee or you are a member of a board or commission and are requesting actual and necessary travel expenses. • When transporting a child out-of-state the child's meals are reimbursed on actual costs by providing the original receipt. • Personal phone calls home require receipts for reimbursement when call is not made from hotel rooms. Calls should not be more than ten minutes. • Other authorized travel expenses should be documented for any allowed expense that individually exceeds \$25.
4.	Supervisor or Manager (must be management service employee)	<p>Approve or deny TRIPS claim</p> <ul style="list-style-type: none"> • <u>If approved</u>, electronically sign and send to "Travel, Unit" in the TRIPS Contact list. <p>OR</p> <p>Approve or deny travel expense report form (DHS 1297).</p> <ul style="list-style-type: none"> • <u>If approved</u>, sign and forward the travel expense report form and back-up documentation to OFS Travel Unit. • <u>If denied</u>, notify traveler.

5.	OFS	<p>Review the TRIPS claim for compliance with current policies.</p> <p>OR</p> <p>Audit the Travel Expense Report Form for compliance with current policies.</p> <ul style="list-style-type: none"> • <u>If form is correct</u>, generate payment to Traveler. • <u>If form is not correct</u>, TRIPS is denied, contact the Traveler, the Travel Coordinator, or Manager/Supervisor for more information. Correct if possible. <ul style="list-style-type: none"> ◦ If form is not correct, incomplete, illegible or lacks documentation, return to approving Manager or Supervisor.
6.a.	Traveler's Work Unit	<p>TRIPS claim back-up documentation</p> <ul style="list-style-type: none"> • Maintain all documentation for audit purposes. Refer to the State Agency General Records Retention Schedules, section 166-300-0025 item 34.
6.b.	OFS	<p>DHS Travel Expense Claim Form</p> <ul style="list-style-type: none"> • Maintain all documentation for audit purposes. Refer to the State Agency General Records Retention Schedules, section 166-300-0025 item 34.

Policy

[DHS-040-009: Travel Approval and Reimbursement Policy](#)

Form(s)

[TRIPS](#)

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

Contact(s)

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Procedure History

- **Version 2.0:**
 - 05/12/2008 - Revised
- **Version 1.0:**
 - 02/28/2002 – Initial Release