



OREGON DEPARTMENT OF FISH & WILDLIFE PROCEDURE

Administrative Services Division

Title:	ODFW Travel Program	ASD_221_01PR
Supersedes:	ODFW Travel Procedure dated August 1, 2018	
Applicability:	All employees and volunteers	
Reference:	Statewide Travel Policy OAM 40.10.00; ODFW Travel Policy ASD_221_PO	
Effective Date:	March 1, 2020	Approved: 

I. PURPOSE

To establish the procedure ODFW employees are required to follow related to travel on state business for overnight and non-overnight trips. This document is to be used in conjunction with Oregon statutes, administrative rules, policies, manuals, and professional standards.

II. DEFINITIONS

See Statewide Travel Policy – OAM 40.10.00

III. PROCEDURE

A. Roles and Responsibilities

Traveler	1	<p>Requests permission to travel by providing details of travel to their supervisor. Out-of-state travel and Private Vehicle use require approvals and signatures. Note that Director’s Office approval is required for any out-of-state overnight travel. If for overnight travel, the hotel cost is more than per diem, make a note on the travel authorization and provide justification.</p> <p>Supervisor and Region/Division Manager approvals are required for non-overnight out-of-state travel (i.e. day trips outside of Oregon).</p>
Traveler	2	<p>After obtaining approval from their supervisor, reservations and payments may be made. State contracts must be used. A SPOTS card may be used to pay for some travel-related expenses. Refer to the <u>Statewide SPOTS Purchase Card Program</u> policy, Sections 130-131 for a list of authorized and unauthorized travel-related expenses. Meals are not an allowable purchase using a SPOTS card. Meals are reimbursed only through an expense claim and are paid by per diem based on location of travel.</p>
Traveler	3	<p>A traveler on state business shall leave from and return to their official workstation, unless leaving from home is the most cost effective method. The total miles driven should be reported in the Transport Miles section on the Expense Claim.</p>

Traveler	4	Upon return to the workstation, prepare a Travel and Expense Detail Sheet (TEDS). Obtain approval and signature from supervisor. Original itemized receipts must be submitted with the TEDS form. If applicable, attach a copy of the Out-of-State Travel Authorization and/or Private Vehicle use approvals. Review the claim for errors. Missing information may cause a delay in processing.
Traveler	5	Keep a copy and send the original to the ODFW Travel Coordinator. If scanning to the <u>Agency TEDS folder</u> , retain the original. Submit within 30 days from return of travel, or sooner if the date of return is close to the end of a grant period or end of biennium.
ODFW Travel Coordinator	6	Review and process the TEDS form. Communicate with the traveler and their supervisor regarding any errors or changes.

IV. CLARIFICATIONS

All travel will be conducted in the most cost-effective manner that results in the best value for the state.

A. Authorization for Private Vehicle Reimbursement

A signed Authorization to Use Private Vehicle form is required to be submitted with each Travel and Expense Detail Sheet if he or she claims private vehicle mileage. For annual approvals, a copy of the form must be attached to each expense claim. Drivers have the option to not be reimbursed for private vehicle mileage.

B. Commuting Mileage

ODFW deducts commuting mileage except as allowed under Section 129.d. of the Statewide Travel Policy. Commuting mileage is also allowed when documentation shows travel occurred on a telecommuting day or non-regular work day.

C. Fleet Mileage Log Reporting

Trips are required to be reported within the Fleet Management Services application. A trip is considered to be any time there is a change in driver, and/or any time the vehicle leaves its primary site location. For example, if a service truck makes three different stops on the same wildlife area, without a change in driver, it could be considered a single trip. Additionally, if a group is traveling together on a roundtrip to the same location, a change in driver could occur and it would be considered a single trip.

D. Out-of-State Travel (OST) Authorization

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. Agencies must remain in compliance with ORS 292.230 regarding out-of-state travel. Out-of-state travel is defined as travel from a point of origin in Oregon to a point of destination in another state and returning to the point of origin.

When traveling in groups of two or more, a single OST form may be submitted for multiple individuals as long as the trip start/end dates and estimated costs are the same for all individuals while on travel status. The authorization form is required to be attached to the expense claim.

Annual blanket authorizations can be allowed for frequent *non-overnight* (i.e. day trip) travel. For example, East Region liberation trucks going through Idaho to stock the Snake River. For these annual approvals, a copy of the form must be attached to each expense claim.

E. Payment Exceptions

Expense Claims are reimbursed by direct deposit or a warrant mailed to the employee's home address. Exceptions will be made by the Disbursements Manager or the ASD Division Administrator only. To allow an exception, a request must be sent to the Travel Coordinator via email by the employee making the request. The request will then be forwarded to the Disbursements Manager or ASD Administrator to approve.

F. Receipts

Receipts related to traveling expenses (ie, baggage fees, parking fees.) must be attached and submitted with the Travel and Expense Detail Sheet for travel paid or reimbursed. For exceptions, see section 134 of the Statewide Travel Policy.

G. Taxability

Meal allowances paid in connection with overnight travel status are *nontaxable* to the employee. Meal allowances paid in connection with non-overnight travel are *taxable*.

All moving expenses are taxable.

H. Supporting material

Application for Travel Cash Advance

http://inside.dfw.state.or.us/asd/Accounting_Services/docs/travel_advance.pdf

Authorization to Use Private Vehicle

http://inside.dfw.state.or.us/asd/Business_Operations/docs/Motor%20Pool/personal_vehicle.pdf

DAS Fleet Daily Rental Cost Calculator

www.oregon.gov/DAS/EAM/FPS/docs/fleet_DR_calc.xlsx

Internal Travel Site

<http://inside.dfw.state.or.us/asd/travel/index.asp>

Out-of-State Travel Authorization

http://inside.dfw.state.or.us/asd/Accounting_Services/docs/out_of_state_travel.pdf

Travel Expense Detail Sheet (Expense Claim)

http://inside.dfw.state.or.us/asd/Accounting_Services/docs/Travel_and_Expense_Details_Sheet.xlsx

Corporate Travel Management (CTM)

<http://us.travelctm.com/oregon/>