



OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title:	ODFW Travel Program	ASD_221_PO
Supersedes:	ODFW Department Travel Procedure dated August 1, 2018	
Applicability:	All employees and volunteers	
Reference:	Statewide Travel Policy OAM 40.10.00: ODFW Travel Procedure ASD_221_01PR	
Effective Date:	March 1, 2020	Approved: <i>Anica Klemm</i>

I. PURPOSE

The purpose of this document is to outline the minimum standards related to travel on state business for overnight and non-overnight trips.

II. DEFINITIONS

See Statewide Travel Policy – OAM 40.10.00

III. POLICY

ODFW follows the Oregon Accounting Manual Statewide Travel policy. Exceptions and clarifications to this policy can be found in the ODFW Travel Program Procedure ASD_221_01PR.

This document is to be used in conjunction with Oregon statutes, administrative rules, policies, manuals, and professional standards. This policy and any related procedures will be revised periodically to reflect changes in the Travel program operations and processes.

All overnight out-of-state travel requires Director's office approval.

The Director may delegate approval authority to Division Administrators and Region Managers to approve non-overnight out-of-state travel.

If authority to approve non-overnight out-of-state travel has been delegated by the Director, Division Administrators and Region Managers are authorized to further delegate the authority to approve non-overnight out-of-state travel as necessary.