




# OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

## Administrative Services Division

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|------------------------|--|--|
| <b>Title:</b>          | ODFW Travel Program  | <b>ASD_221_PO</b>  |
| <b>Supersedes:</b>     | ODFW Department Travel Procedure dated August 1, 2018                    |  |
| <b>Applicability:</b>  | All employees and volunteers   |  |
| <b>Reference:</b>      | Statewide Travel Policy OAM 40.10.00: ODFW Travel Procedure ASD_221_01PR |  |
| <b>Effective Date:</b> | March 29, 2024   | <b>Approved:</b><br> |

### 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](#)

**Director's Office** means the Director, Deputy Director of Fish and Wildlife Programs, Deputy Director of Administration, and/or any individuals serving/acting in those roles.

### 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 department's operations and processes relating to travel.

All overnight out-of-state travel requires Director's office approval. The Director may delegate approval authority of overnight out of state travel to Division Administrators and Region Managers. All other travel, including non-overnight out of state travel may be approved by program managers.

All international travel requires approval by the Director's Office.



# Memorandum

## Oregon Department of Fish and Wildlife

**Date:** March 29, 2024  
**To:** Executive Leadership Team  
**From:** Curt Melcher *Curtis E Melcher*  
**Subject:** Delegation of Authority to Approve Out of State Travel

Pursuant to the Oregon Accounting Manual Statewide Travel Policy ([OAM 40.10](#)), agency heads are required to approve all out of state travel or delegate out of state travel approval authority in writing to appropriate subordinates. Therefore, I delegate approval authority for all overnight out of state travel to the following staff:

- Deputy Director of Fish and Wildlife Programs
- Deputy Director of Administration
- Division Administrators
- Region Managers
- Fish Division Deputy Administrators
- Wildlife Division Deputy Administrator

By ODFW policy ASD\_221\_PO, approval of all other travel, including non-overnight out of state travel, is delegated to program managers.

The delegation applies to all staff occupying the roles listed, including those that are in an acting capacity.

This delegation is effective March 29<sup>th</sup>, 2024, and will continue until terminated. The delegation may be rescinded at any time upon prior notice of such termination.