

State of Oregon

Department of Administrative Services

Criteria for Pre-Approval of Out-of-State Travel

Complete the following form for out-of-state travel criteria, check the appropriate boxes and complete the justification for travel section. Requests for out-of-state travel must substantially satisfy one or more of the criteria for approval. Attach finalized criteria document to the out-of-state authorization form; send completed documents to the appropriate Division Administrator for approval. Division Administrator will forward documents to Director of Operations for final approval.

<input type="checkbox"/>	1. Legal - Out-of-state travel will be approved that is necessary to satisfy requirements of state statutes, federal mandates, and contractual agreements. Justification:
<input type="checkbox"/>	2. Reimbursed Travel - Reimbursable travel will be approved subject to the policies as outlined in the Oregon Accounting Manual and DAS Policy. Justification:
<input type="checkbox"/>	3. Financial/HR – a. When attendance is required to secure a financial gain or avoid a financial loss to state and local governments and its programs or citizens. b. When recruitment process requires in-state interview for highly qualified candidate. Justification:
<input type="checkbox"/>	4. State Business – a. When out-of-state travel is the main integral component of a state service (extradition for example) b. When attendance is necessary to negotiate or make significant decisions affecting the health, public safety, or political interests of state and local governments and its programs or citizens. Justification:
<input type="checkbox"/>	5. Training and Education - When mandatory knowledge transfer is essential for program success, cannot be deferred, and no other satisfactory means of obtaining the required knowledge is available. Justification:

Employee: _____

Date: _____

Manager/Supervisor: _____

Date: _____

Division Administrator: _____

Date: _____

Director of Operations: _____

Date: _____