1. **Rule Summary** – All OSU Extension Service Rules must conform with the OSU policies, standards, rules, and procedures. When OSU updates any policies, standards, rules, and procedures, the OSU Extension Service Rules will be reviewed for appropriate changes.

1.1. As outlined in OSU Travel Policy [03-140-401](#), travel authorization must be obtained from the department head or chairperson, dean or director prior to the commencement of travel. OSU Extension Service is adopting this rule to clarify travel requirements in order to comply with the OSU Travel Policy and reduce the potential liability for our employees.

1.2. A blanket travel approval will be provided for travel undertaken to meet the requirements of routine duty performance as described in an employee’s position description and/or directed by the employee’s supervisor. Incidental interstate travel or the distance of the travel does not negate this blanket approval, unless 1.3 is applicable.

1.3. A Travel Authorization form (available on the OSU Extension Service Travel website) must be electronically submitted when one of the following conditions exist:

   1.3.1. When traveling to a conference (OSU Extension-sponsored conferences are excluded)

   1.3.2. When traveling out of state or remaining overnight out of state (and not covered by 1.2)

   1.3.3. When conducting international travel

   1.3.4. Circumstances not covered in 1.2 or instances involving usual or unique travel circumstances that should be communicated to the supervisor.
The Travel Authorization does not need to be submitted with the travel
reimbursement unless specifically directed by Oregon State University.

1.4. When several employees travel together with the same itinerary and similar
expenses, one request for travel authorization may be submitted for the group.
The names of all travelers must be submitted along with the request for
authorization. If the supervisor is different for one or more employees, it is the
employee’s responsibility to ensure that their supervisor has provided approval
prior to the submission of the travel request.

2. **Scope & Audience**

2.1. All Oregon State University’s Division of University Outreach and Engagement,
Extension Service employees.

3. **Definitions**

3.1. Incidental interstate travel is defined as when the origin and destination for a one-
day trip are within the state of Oregon.

4. **Responsibilities & Procedures**

4.1. Any questions on travel authorization should be directed to the immediate
supervisor.

5. **Forms & Tools**

5.1. Travel Authorization form (available on the OSU Extension Service [Travel
website])

6. **Related Information**

6.1. OSU Travel Policy [03-140-401]

7. **History**

7.1. Original issue date: 11/01/2019

7.2. Last Version: 11/01/2019

7.3. Next scheduled review date: 12/31/2021, or Earlier if OSU Policies, Standards,
Rules, and Procedures change.
8. Contacts

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<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Website</th>
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<tbody>
<tr>
<td>Extension Service</td>
<td>541-737-2711</td>
<td><a href="https://extension.oregonstate.edu/">https://extension.oregonstate.edu/</a></td>
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<tr>
<td>Business Affairs - Travel</td>
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<td>Financial Accounting &amp; Analysis – Fiscal Policy Officer</td>
<td>541-737-1197</td>
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