



Oregon State University
**College of Agricultural
Sciences**

Pre-travel Authorization Policy

The College of Agricultural Sciences (CAS) follows Oregon State University's [travel policies and procedures](#) and does not require additional preapproval for domestic or international travel beyond the University's requirements. [Pre-trip registration](#) is required within Concur for all out-of-state and international travel, excluding one-day trips. In-state travel does not require approval by the college. Units (e.g., departments, stations) may establish unit-specific travel policies; please follow your unit's travel policies.

Pre-approval for [Domestic Travel](#):

The CAS Dean's Office does not need to approve domestic travel for unit leaders (e.g., Department Heads) when travel is required within the scope of their assigned duties.

The Dean's Office must be informed of who will be the Acting Unit Leader while the Unit Leader is away on extended travel or annual leave. Please notify our office by emailing CAS-Deans.Approval@oregonstate.edu with the acting unit leader's name and the coverage dates.

Pre-approval for [International Travel](#):

International travel must be registered within Concur. International travel to locations designated as intermediate-risk or high-risk will require additional information and approvals. High-risk destinations require approval by the CAS Dean (via Concur) or the Vice Provost of Student Affairs (undergraduates traveling).

***On 08/2022** – The CAS Dean delegated signing authority to CAS Unit Leaders (BES Directors, Department Heads/Chairs, and Center and Institute Directors) to sign as the Senior Administrator for their employees. CAS Unit Leaders will still need to obtain a signature from the Dean when traveling to a high-risk destination.