



**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. The current OSU policy for domestic travel authorization states, "Some departments, colleges and Business Centers require pre-travel authorization for certain types of travel. Contact your Business Center for details. In addition to approval from your department, pre-travel authorization from the [Office for Sponsored Research and Award Administration \(OSRAA\)](#) is required for foreign travel on a grant." Please consult with the department or unit regarding their pre-travel authorization requirements. Pre-travel authorization is not required by the business center that serves CAS (AMBC).

The CAS Dean does not require any additional pre-approval for domestic or international travel beyond the University requirements. Brief descriptions of how the Dean's Office is involved during the preapproval process and links to all travel policies are below.

### **Pre-approval for Domestic Travel:**

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

The Dean's Office does need to be informed who will be the Acting Unit Leader while the Unit Leader is away in the cases of extended travel or annual leave. Please notify our office by emailing [CAS-Deans.Approval@oregonstate.edu](mailto:CAS-Deans.Approval@oregonstate.edu) with the following: the acting unit leader's name and the dates of coverage.

### **Pre-approval for International Travel:**

International travel must be [registered](#) with the Travel and Expense office through Concur. Explicit details regarding OSU International Travel policies for undergraduates, graduate students, faculty and staff, and unit leaders traveling on grant funds are available on the [International Travel](#) webpage in the respective sections. OSU policy for international travel involves approval from a Senior Administrator\* when traveling to a high-risk destination (a list of high-risk destinations is available on the international policies webpage) or when a unit leader is traveling internationally on grant funds. Note: "university-sponsored" refers to any travel taken under the auspices of Oregon State University regardless of funding.

**\*New 08/2022** – The CAS Dean has 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.

On the High-Risk Travel Petition form, please collect your unit leader's signature (no designated signing line on the form) prior to submission of your Pre-trip Request through Concur. CAS Unit Leaders who need a Dean's approval on their High-Risk Petition Form should submit their form through DocuSign to the CAS Dean's Approval Signing Group for approval.