



**ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL**

TOPIC: Section 12 – Travel 3.0	EFFECTIVE DATE: 01/01/2016
TITLE: Out-of-State Travel Approval and STAR Processing	REVISION DATE: 05/27/2016
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

**BACKGROUND**

The Out-of-State Travel (OOST) process is to assure that travel is essential to meet Department of Health Services (DHS) business needs, is cost effective, is within budget, and has management’s specific approval prior to incurring travel-related costs.

**POLICY**

Travel plans and requests must use the state accounting system (STAR) workflow process. Therefore, travelers and approvers will use the STAR system Travel Authorization procedures and the Expense Report procedures. In addition, a DHS unit may also use a “pre-STAR review/ approval” process prior to the travel request being entered into the system. This is optional and guidelines for this are outlined in Attachment A.

**PROCEDURES**

1. Traveler and Accounting System (STAR) Process
  - a. Using coding and other budget information appropriate and corresponding to the traveler’s program funding, the traveler fills out STAR system Travel Authorization to receive system authorization from supervisor.
  - b. Verify that the benefits of the trip warrant incurring the associated costs and that the trip is reasonable and necessary for effectively meeting business needs.
  - c. Attach necessary documentation verifying that trip is appropriate and associated costs are reasonable and necessary to meeting business needs.
    - Add/Update funding if necessary.
    - If travel required by a grant /program and or a Performance Expectations and Planning (PEP), attach the supporting documentation.
    - If traveler is a presenter, attach a brief summary of the topic being presented and describe expected audience.
    - Attach other appropriate supporting information that documents the purpose of trip and necessity of the travel.
  - d. Submit to Supervisor for STAR approval
  - e. If trip is rejected, an email notification will be sent to the requestor.
  - f. If the supervisor approves the trip, this request will automatically be forwarded to BFS Expenditure Accounting Section for Pre- Pay audit.
  
2. Division Travel Administrator Review and Approval in STAR shall:
  - a. Verify that all necessary information has been provided.
  - b. Verify that the benefits of the trip warrant incurring the associated costs and that the trip is reasonable and necessary for effectively meeting business needs.

- c. If the division administrator denies the trip, this request will be rejected, and email notification will be sent to the requestor along with any of the previous approvers.
  - d. If the division administrator approves the trip, this request will be sent to the Agency Head or designee for review and approval.
3. The Agency Head or designee approver shall:
- a. Verify that all necessary information has been provided.
  - b. Verify that the benefits of the trip warrant incurring the associated costs and that the trip is reasonable and necessary for effectively meeting business needs.
  - c. Verify all submitted requests to assure that funding is available and appropriate and the travel is for essential business purposes.
  - d. If the agency approver denies the trip, this request will be rejected, and email notification will be sent to the requestor along with any of the previous approvers.
  - e. If the agency approver approves the trip, this request is complete, and email notification will be sent to the requestor and supervisor.

## **CONTACTS**

[Deputy Director, Bureau of Fiscal Services](#)

[Expenditure Accounting Section Chief](#)

[Out-of-State Travel Contacts/Accounts Payable](#)

### **ATTACHMENT A. Optional Pre STAR Review /Approval Guidelines**

Person requesting approval for out of state travel shall:

- a. Complete a divisional “Internal request for submittal to Division budget analyst (BPA) for review.
- b. If travel is required by a grant/program and or Performance Expectations and Planning (PEP), attach the supporting documentation.
- c. If the traveler is a presenter, attach a brief summary of the topic to be presented and describe the expected audience.
- d. Attach other appropriate supporting information that documents the purpose of the trip and the necessity of the travel.
- e. Once the form is completely filled out and all supporting documentation is attached, submit this request to the traveler’s division BPA (Budget Planning Analyst) for review and funding approval.
- f. If it passes review by BPA, submit to traveler’s supervisor for approval.

The supervisor shall:

- a. Review the request to make sure that the information is complete and correct.
- b. This includes, but is not limited to,
  - Verifying funding is appropriate and available,
  - Verifying that the benefit justifies incurring the costs associated with the trip, and
  - Verifying that travel identified as required by grant/program or PEP is in fact is required by grant/program and/or PEP.
- c. If the supervisor denies the trip, the request will be rejected and a notification email will be sent to the requestor.

If the supervisor approves the trip, notification will be forwarded to the traveler to begin the STAR and accounting system process.