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 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 Global Engagement office. 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 the Dean’s Office 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.

Upon registering your international trip, if a signature is required by the CAS Dean on a form, please follow the below instructions for a DocuSign submission to CAS-Deans.Approval@oregonstate.edu:

- Submit your DocuSign form for approval with this signing order:
  1. Traveler
  2. Unit Leader (e.g., traveler’s Director, Department Head)
  3. CAS Dean’s Approval Signing Group (University Senior Leader Administrator)

- There is not a signature line for unit leaders built into the approval form as this is only a CAS requirement. In DocuSign create an additional signature area on your form for your unit leader. Your unit leader must review and approve (with signature) your international trip prior to the Dean.

Effective March 8, 2022
Explicit details for the above processes may be found on the OSU Travel Policies webpage.