



**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:**

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. 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 sections listed below. Note: "university-sponsored" refers to any travel taken under the auspices of Oregon State University regardless of funding.

If approval is required by the CAS Dean, approval may be obtained by sending a completed international travel pre-approval form (including the Unit Leader's approval/signature) via DocuSign to [CAS-Deans.Approval@oregonstate.edu](mailto:CAS-Deans.Approval@oregonstate.edu).

Explicit details for the above processes may be found on the [OSU Travel Policies](#) webpage.