

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Contracting and Travel
Policy Number: 13.06.01
Policy Name: Procedure to Process Travel Requests

Original Effective Date: 04/03/2006
Revision Date(s): 04/09/2008
Current Revision Date: 10/01/2015
Approved By: Thomas D. Proctor

PURPOSE: The purpose of this policy is to outline the process for arranging and scheduling work related travel for CCDCFS employees.

SCOPE: This policy applies to all CCDCFS employees that request permission to travel.

POLICY

When CCDCFS employees request permission to travel, the Procurement/Travel Unit staff arranges and schedules the travel and obtains executive level approvals as required by the County Travel Policy.

PROCEDURES

- I. **Employees traveling to transport or visit a child in state do not require a travel authorization**
 - A. Allowable expenses are submitted to payment processing via employee expense form (mileage, meals, etc.)

- II. **Employees traveling to transport or visit a child out of state**
 - A. Creates and submits approved travel authorization (3) days prior to travel to Procurement/Travel Unit
 - i. For airfare, hotels, and rental car, or shuttle, a completed travel profile for all travelers (including foster parents, children) must be submitted (including dates of travel, preferred airport, preferred departure and arrival times)

- III. **Employees traveling in the performance of their duties out of state**
 - A. Creates and submits approved travel authorization (3) days prior to travel to Procurement/Travel Unit (must include event literature)
 - i. For airfare, hotels, and rental car, or shuttle, a completed travel profile for all travelers (including foster parents, children) must be submitted (including dates of travel, preferred airport, preferred departure and arrival times)

IV. Employees traveling for staff development - workshops, seminars, and training

Note: Training sponsored by Human Resources or Information Technology are exempt and do not require authorization from the Contract and Purchasing Board (CPB)

- A. Creates and submits approved travel authorization **(5) weeks** prior to travel to Procurement/Travel Unit (must include event literature)
 - i. Out of state travel requiring airfare, hotels, rental car, or shuttle, requires a completed travel profile for all travelers and must be submitted (including dates of travel, preferred airport, preferred departure and arrival times)
 - ii. Multiple employees traveling for the same event must carpool (4 persons per car)
 - iii. Employees opting out of carpooling will not be reimbursed for mileage.
 - iv. A completed travel exemption is required for travel; the request must be submitted less than (5) weeks before travel.
- B. Employees must complete a purchase order for registration fees; if more than one employee is attending the conference, the Procurement/Travel Unit processes the purchase order.
- C. An approved and signed resolution is required, prior to submitting reimbursement of expenses to payment processing.

V. Employees traveling to attend a meeting, conference, or convention within the county, out of county, or out of state

Note: Sponsors of the seminar, convention, or conference must be an association (PCSAO, NASW, etc.)

- A. Creates and submits approved travel authorization **(5) weeks** prior to travel to Procurement/Travel Unit (include event literature)
 - i. Out of state travel requiring airfare, hotels, rental car, or shuttle, require a completed travel profile for all travelers and must be submitted (including dates of travel, preferred airport, preferred departure and arrival times)
 - ii. Employees opting out of carpooling will not be reimbursed for mileage.
 - iii. A completed travel exemption is required for travel; the request must be submitted less than (5) weeks before travel.
- B. Employees must complete a purchase order for registration fees.
 - i. If more than one employee is attending the conference, the Procurement/Travel Unit processes the purchase order.
- C. An approved and signed resolution is required prior to submitting reimbursement of expenses to payment processing.