

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-5

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: TRAVEL

OVERVIEW: All travel must be pre-approved except in the event of an emergency. Detailed guidelines and procedures for travel vary depending on whether the travel will occur within the state or across state lines. Failure to follow this policy may subject the employee to disciplinary action including, but not limited to, the loss of travel privileges. Additionally, the traveler may be held personally responsible for any/all travel expenses if he/she does not follow the procedures for reimbursement.

I. DEFINITIONS

- a. Travel: Business-related travel that benefits the state and occurs either in- or out-of-state.
- b. Per Diem: The predetermined amount an employee will be reimbursed for meals while traveling. Per Diem rates are set by The Department of Administration and the State Board of Accounts.

II. REFERENCES

- a. [Financial Management Circular 2003-1](#)
- b. [IC 4-12-1-13](#)
- c. [IC 4-13-1-4 \(7\)](#)

III. POLICY

- a. Traveler Responsibilities:
 - i. Travelers must obtain permission from their supervisor before in-state and out-of-state travel takes place.
 - ii. Travelers should be prepared to pay certain travel expenses up front and submit a travel voucher to obtain reimbursement. Some travel expenses may be direct-billed from the vendor to DCS. Examples include but are not limited to in-state conference fees (see section III-c) and airfare that is arranged through the State-contracted travel agency (see b-i in this section).
 - iii. Travelers are responsible for ensuring that cancellation or rescheduling has occurred for all airline, hotel, rental car, and conference reservations if travel plans are changed or canceled.
 - iv. Overnight Travel: All overnight travel must be pre-approved, unless emergency conditions exist. An employee is not entitled to lodging or a subsistence allowance for overnight travel if travel takes the employee fifty (50) miles or less from the station or the employee's home. The DCS Director or a designee may authorize payment of lodging and/or subsistence by making a determination that it may be dangerous or undesirable for a person to travel because of any of the following:
 - 1. unsafe highway/weather conditions; or

2. lack of public transportation and the person depends upon such transportation; or
3. the employee's physical condition; or
4. an unusual work assignment (prior approval required).

The DCS Director or his/her designee must make the determination in writing, and a copy must accompany the travel claim. At the discretion of the DCS Director or a designee, over-night travel is not necessarily required just because the mileage exceeds fifty (50) miles.

b. Transportation and Lodging:

- i. All airline reservations must be made and paid for in accordance with state travel policies. Any traveler who will be traveling by air must contact the [DCS Travel Coordinator](#) prior to making or paying for any airline tickets.
- ii. Any airline mileage credits (frequent flyer miles) and hotel credits earned by a traveler conducting official state business are the property of the State of Indiana and may not be used for personal business.
- iii. For travel by automobile, a state car should always be used unless one is not available. Questions related to the use of state cars should be directed to the [State Motor Pool](#) at (317) 232-1378.
- iv. Parking reimbursement is limited to one parking receipt per day within the same city. The state will not reimburse for valet parking.
- v. Parking at the Indiana Government, Washington Street Garage in Indianapolis is free to all State Employees. Proof of State employment is required. Do not take a parking ticket. If a ticket is taken the employee will be responsible for parking fees. **The state will not reimburse employees who pay to park in a State owned/operated parking garage.**

c. In-State Conferences:

- i. The employee must receive approval from his/her supervisor prior to attending the event.
- ii. A [Conference/Training/Travel Form \(CTT\)](#) is required if
 1. The traveler is requesting reimbursement for the registration fee;
 - or,**
 2. More than one traveler plans to attend the same event; **or,**
 3. The state will be paying the vendor directly for registration fees.
- iii. A [CTT](#) is **not** needed if
 1. Only one traveler plans to attend the conference; **and,**
 2. The state **will not** be paying any registration fees. (In other words, the traveler will be paying registration fees out-of-pocket.)
- iv. Under no circumstances shall SDO's (petty cash accounts) be used to pay conference registration fees.

d. Out of State Travel: All out-of-state travel requires a minimum of 45 days prior approval from the Department of Administration (DOA). Out-of-state travel requires completion of a [CTT](#) form for each traveler.

- i. Blanket approvals can be obtained from DOA for same-day travel across state lines. Blanket approvals are only for travelers who must cross-state lines for routine job duties, and only mileage is reimbursed. Blanket

- approvals cannot be used to claim reimbursement when overnight out-of-state travel occurs.
- ii. If a personal vehicle is used for out-of-state travel, mileage and per diem reimbursement will not exceed the lowest available airfare. For example, roundtrip airfare to Chicago is generally less expensive than the cost of mileage and overnight accommodations.
- e. Out-of State Travel to Visit a Ward: Out-of-state travel to visit a ward requires prior approval by DOA.
- i. Each DCS region is to designate a contact person and an alternate to assist in the completion of the [CTT](#) form when it involves visitation of a ward.
 - ii. The [DCS Travel Coordinator](#) will complete and forward the [Authorization for Out-of-State Travel](#) to the DOA.
 - iii. If travel must occur before an [Authorization for Out-of-State Travel](#) can be processed, the traveler shall contact the [DCS Travel Coordinator](#). A temporary approval will be faxed to the traveler. The completed [CTT](#) form must be sent to the [DCS Travel Coordinator](#) no later than one (1) week after the date of travel.
- f. Per Diems and Reimbursement Rates: Per Diems and reimbursement rates are determined by the State Budget Director and can be found in section 10 of [Financial Management Circular 2003-1](#). Expenditures beyond the authorized rates will not be covered.
- g. Failure to follow any/all travel policies may result in the traveler being held personally responsible for all travel expenses.**

IV. PROCEDURE

- a. In-State Conferences or Trainings and all Out-of-State Travel:
- i. The [CTT](#) form must be filled out completely. Do not use acronyms when completing the form. A letter of justification and any supporting documentation should be attached to the form.
 - ii. One of the following categories must be included in the letter of justification and written on the top left hand corner of the [CTT](#) form:
 1. **Operational (OP):** Travel required to conduct routine business. This would include governmental meetings such as those required as part of a federal grant. Operational travel is a regular part of the individual's job and is typically repetitive in nature.
 2. **Specific Purpose (SP):** Travel specifically designed to promote the initiatives and goals of DCS. An example would be a meeting with the federal government to reach an agreement or make a policy decision.
 3. **Staff Development (SD):** Travel designed to expose the individual to new information in his/her field and other areas of knowledge that may be used to improve operations and service delivery. This type of travel primarily relates to attendance at conferences and other trainings.
 - iii. When more than one traveler is going to the same destination, documentation for all travelers should be submitted together.

- iv. The [DCS Travel Coordinator](#) must receive the signed [CTT](#) form and appropriate attachments at least sixty (60) days prior to the scheduled date of travel
 - v. The [DCS Travel Coordinator](#) will complete and forward the [Authorization for Out-of-State Travel](#) to the DOA.
 - vi. A copy of the approved [Authorization for Out-of-State Travel](#) must be received by the traveler prior to departure and be in the traveler's possession while traveling.
- b. Travel Reimbursement
- i. A [Travel Voucher](#) and/or a [Report of Local Travel](#) must be submitted to the [DCS Travel Coordinator](#) within 30 days from the date of completion of travel. Anything past 30 days must be accompanied by a letter of justification signed by the traveler and the traveler's [work unit manager](#).
 - ii. Travelers are required to submit the original signed voucher and original, itemized receipts, plus two sets of copies. A copy of the voucher **will not** be returned with the warrant, unless the amount claimed and the amount paid differ. Travelers are encouraged to retain copies for their records.
 - iii. In the event a receipt is lost, the traveler is required to complete a [Certification for Missing Receipt](#).
 - iv. In-state and out-of-state travel must be submitted on separate travel vouchers.
 - v. If lodging is provided at no cost to the traveler, i.e. he/she stayed with a friend or relative, a statement of explanation should be attached to the claim. The statement must be signed by the employee and [DCS Travel Coordinator](#).
 - vi. If an exception to the 50-mile rule for lodging was granted, a copy of the approval from the DCS Director or a designee must be attached to the claim.
 - vii. In the event a traveler does not receive a travel check, the traveler must contact the [DCS Travel Coordinator](#). An affidavit for a lost warrant must be signed and notarized. The affidavit will not be processed until thirty (30) days have elapsed from the date the check was issued.

V. FORMS AND OTHER DOCUMENTS

- a. [Conference/Training/Travel Form \(State Form 45116\)](#)
- b. [Authorization for Out-of-State Travel \(State Form 823\)](#)
- c. [Travel Voucher \(State Form 980\)](#)
- d. [Report of Local Travel \(State Form 23151\)](#)
- e. [Certification for Missing Receipt \(State Form 42275\)](#)

DATE: 06/08/05
James W. Payne, Director
Department of Child Services
A signed copy is on file