

**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
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Current Revision Date: 08/01/2021
Approved By: Cynthia G. Weiskittel

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.

All employees traveling on behalf of the Division of Children and Family Services are expected to comply with The Cuyahoga County Travel Policy found in MyHr.

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.) (Traveler must subtract daily commute when calculating mileage)

- II. Employees traveling to transport or visit a child out-of-state**
 - A. Creates and submits approved travel authorization (7) days prior to travel to Procurement/Travel Unit (Note: This must be printed, signed by a Senior Manager, and scanned/emailed to the 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). If travel is for one day employee should research available flights and coordinate drive times to allow sufficient time so flights will not be missed.

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, Travel Authorization, Confirmation of Registration Fees, Airfare, Lodging, Mileage, Ground Transportation, Parking, Meals, Tolls, Rental Car, etc.)
 - 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. (Traveler must subtract daily commute when calculating mileage)

- iii. A completed travel exemption is required for travel; the request must be submitted less than (5) weeks before travel.
 - iv. If more than one employee is attending the conference, the Procurement/Travel Unit processes the purchase order.
- B. An approved and signed resolution is required prior to submitting reimbursement of expenses to payment processing.