

**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

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Approved By: Jacqueline M. Fletcher

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 Department staff processes the travel requests and ensures they are submitted for 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 and the agency's travel reimbursement 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 Triplog. (Traveler must subtract daily commute when calculating mileage)

- II. Employees traveling to transport or visit a child out-of-state.**
 - A. Creates the travel authorization in Cuyahoga County SACWIS Supplement (CCSS) and submits for approval 30 days prior to travel to the Senior Manager/Administrator. Senior Manager/Administrator reviews and approves accurate travel requests. For airfare, hotels, and rental car, or shuttle, a completed travel profile for all travelers (including foster parents, children) must be completed in CCSS (including dates of travel, preferred airport, preferred departure, and arrival times). Employees pay for rental car and luggage costs in advance for reimbursement.

- i. When requesting a hotel stay, the hotel must have a secure method for receiving a credit card authorization form.
- B. Creates travel authorization **six weeks** prior to travel to Senior Manager/Administrator who reviews and approves the request (must include event literature, Travel Authorization, Confirmation of Registration Fees, Airfare, Lodging, Mileage, Ground Transportation, Parking, Meals, Tolls, Rental Car, Agenda, 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.
- C. Employees must complete a purchase order, only if the conference accepts a purchase order for payment of registration fees; if more than one employee is attending the conference, the Procurement Department processes the purchase order.
- D. An approved and signed resolution is required, prior to submitting reimbursement of expenses in Triplog.

III. 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.) If potential travel is being paid for by another entity, the Agency of Inspector General (AIG) office will need to examine the request prior to the travel being booked. It may take longer than 6-weeks if it has to go to the AIG's office.

- A. Creates and submits approved travel authorization **six weeks** prior to travel to Procurement Department (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 six weeks before travel.
 - iv. If more than one employee is attending the conference, the Procurement Department processes the purchase order.
- B. An approved and signed resolution is required prior to submitting reimbursement of expenses in Triplog.