

PERSONNEL 3.0

Training and Conference Attendance -- 3.6

In-State Training -- 3.6.a

Date Issued: December 31, 1998

**Date Last
Revised:**

Signature:

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Assistant Commissioner
Bureau of Health Services

POLICY

Prior approval must be obtained before attending any training in order to receive authorization for attendance and reimbursement of expenses.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To ensure minimal disruption of services and availability of funds to support training activities and conference attendance by Bureau of Health Services employees.

PROCEDURE

To attend in-state "training activities," the employee must obtain Section Chief/Regional Director approval. If the employee, with Section Chief/Regional Director approval, is requesting state payment for any of the following:

1. air travel, or;
2. lodging at a rate exceeding state guidelines for the area, or;
3. a registration fee,

the employee must complete a [Request for Out-of-State Travel Authority and Out-Service Training, FA-0633](#). The [FA-0633](#) must be submitted to the Bureau Office for

approval at least 45 calendar days prior to the training. The **FA-0633** form must be typed. A brochure or letter from the training sponsor must be attached to the **FA-0633** form. Requests not received prior to the 45 day processing deadline require a written justification to the Director of the Bureau of Health Services explaining why the request was not submitted in a timely manner. It is important to note that approval and reimbursement cannot be assured if this occurs.

If the employee wishes to be reimbursed for travel expenses (transportation, lodging, meals), a **Claim for Travel Expenses, FA-0080**, must be submitted to the Bureau of Administrative Services no later than 30 days after the training. Claims submitted after this period must provide written explanation for the delay.

If an employee does not attend the approved training or if the training dates are changed, the employee must submit to the Bureau Office, Human Resources Section, a memo stating that he/she did not attend and a copy of the approved **FA-0633** form.

NECESSARY FORMS

1. **Request for Out-of-State Travel Authority and Out-Service Training, FA-0633**
2. **Claim for Travel Expenses, FA-0080**

REFERENCE DOCUMENT

Comprehensive Travel Regulations, Department of Finance and Administration

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305