

# PERSONNEL 3.0

## Training and Conference Attendance -- 3.6

### Out-of-State Training, Meeting, or Conference -- 3.6.c

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**Date Issued:** December 31, 1998

**Date Last**

**Revised:**

**Signature:**

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Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

Prior approval must be obtained before attending any out-of-state training, meeting, or conference activity 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 availability of funds to support training activities, meeting, and conference attendance for Bureau of Health Services employees.

#### **PROCEDURE**

To request approval to attend an out-of-state training activity, meeting, or conference, the employee must complete a **Request for Out-of-State Travel Authority and Out-Service Training, FA-0633**. This form should be typed and completed whether or not a registration fee is required. Section Chief/Regional Director approval is required on this form. A brochure or letter from the sponsor must be attached to the completed FA-0633 and submitted to the Bureau Office for approval. This office will forward the request to the Office of Human Resources of the Department of Health for processing.

These documents must be submitted at least 45 calendar days prior to the activity.

To obtain approval for reimbursement of out-of-state conference/training/meeting site hotel charges which are higher than state rates, an official brochure, letter, etc. from the vendor or hotel containing the printed charges justifying the payment of higher rates must be submitted to the Bureau Office along with the FA-0633 form.

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, meeting, or conference. Claims submitted after this period, must provide written explanation for the delay.

Following out-of-state travel, a report of the training, meeting, or conference must be submitted to the Director of the Bureau of Health Services. The report should address topics discussed and pertinent points of the discussions.

If an employee does not attend the approved activity or the activity is rescheduled, a memo stating that he/she did not attend and a copy of the approved FA-0633 form must be submitted to the Bureau Office. This office will notify the Division of Human Resources of the cancellation or change.

#### **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, Bureau of Health Services, (615)741-7305