



TITLE	POLICY NUMBER	
Travel: Preapproval; Reservations; Itinerary	DCS-03-14	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Finance-Office of Accounting	10/14/16	0

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to the prudent use of resources to pay for travel that is necessary for state business, and will apply the same standards for out-of-state travel to advance the agency expertise in its delivery of child welfare services.

II. APPLICABILITY

This policy applies to all employees of the Department (including contracted employees and volunteers). This policy also applies to those who serve, at the request of the Department, on Department-sponsored boards, commissions, councils, and committees who complete approved Department travel and who are issued an Employee Identification Number (EIN). This policy does not cover travel that occurs when a DCS employee is escorting a child in care. (See DCS-02-31, Travel: Children in Care and DCS Escorts.)

III. AUTHORITY

A.R.S. §§ 38-621 – 38-627 – Reimbursement of Expenses

State of Arizona Accounting Manual (SAAM), Topic 50, Travel

IV. DEFINITIONS

ADOA: Arizona Department of Administration.

Child Welfare Training Institute or CWTI: The DCS unit responsible for approving attendance at trainings and conferences.

Conference: A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture or forum held by any association or organization involving discussion, research, or the exchange or dissemination of information.

Conference Designated Lodging: The hotel at which a conference is being held or which is specified in the conference brochure as recommended lodging. Accommodations at alternate

hotels in the immediate vicinity of the conference may be considered conference designated lodging when no vacancies exist at the recommended hotel.

DCS Employee: All DCS employees, volunteers, interns, and trainees, and other persons who are part of the DCS workforce.

DCS Traveler: All DCS employees (including volunteers, trainees and interns), contractors and members of Department-sponsored boards, commissions, councils, and committees who complete approved Department travel.

DCS Travel Desk: The unit in the Office of Accounting that manages DCS Traveler lodging and transportation reservations.

Department: The Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

Duty Post (Regular):

1. Employee: The regular duty post of an employee is the place the employee spends the largest portion of regular working time or the place to which the employee returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis (i.e. a weekly basis) for the same employer is deemed to have multiple regular duty posts.
2. Others: The regular duty post of members of boards, commissions, authorities, councils, and committees who are not full time employees of the agency served by the board, commission, authority, council, or committee is considered the member's personal residence.

JLBC: Joint Legislative Budget Committee.

Lodging: A commercial facility where a traveler sleeps while traveling overnight on State business. The temporary use of such a facility, while traveling on behalf of the State of Arizona.

Personal Residence: The actual dwelling place of DCS traveler, without regard to any other legal or mailing address. A DCS traveler on travel status or field assignment away from the traveler's personal residence may continue to claim the traveler's actual dwelling place as personal residence, when the traveler's actual dwelling place is:

1. Inhabited by the traveler's dependents; or
2. Held vacant and represents an expense to the traveler.

In the event a DCS traveler is on travel status or field assignment away from the traveler's regular duty post in a location in which the individual maintains a second residence, the Department may designate the second residence as the traveler's personal residence for the period of the travel or assignment.

SAAM: – The State of Arizona Accounting Manual.

State approved rate: Spending limits set by the Joint Legislative Budget Committee for various reimbursable travel expenses. Expenses incurred in excess of the state approved rate shall not be reimbursed to the DCS traveler without an exception from the Arizona Department of Administration.

Travel status: A DCS traveler on official State business. Travel status begins when the traveler leaves the traveler's personal residence or duty post, whichever occurs last, and ends when the traveler returns to the traveler's personal residence or duty post, whichever occurs first.

V. POLICY

A. Roles and Responsibilities

1. It is the responsibility of each DCS Supervisor/Manager to ensure that all employees who are required to travel to perform their work for the state receive accurate travel information.
2. DCS employees who are tasked with staffing the operations of any Department boards, commissions, authorities, councils, or committees are responsible for:
 - a. Making available to members the Department's travel policy and procedures; and
 - b. Informing the members that there are additional State policies and procedures for travel.
3. DCS travelers must seek out the most reasonable transportation arrangements, meals, and accommodations.
4. DCS employees are responsible for ensuring all forms required for travel pre-approvals are complete as identified in V(B). Travel must be pre-approved by the DCS employee's Manager or Administrator.
5. CWTI is responsible for reviewing and approving all requests for DCS travelers to attend a conference or training. The conference or training must advance the Department's capacity in meeting its mission of child safety. A request sent to CWTI to attend a conference or training is not a guarantee of approval.
 - a. CWTI site code: C041-7
 - b. CWTI email: +CWTI (CWTI@azdes.gov)
 - c. CWTI phone: 602-351-8524
6. The Business Operations Procurement Office is responsible for creating the necessary purchase order to fund the approved travel requests.
7. The DCS Travel Desk shall work with the DCS traveler to make the most reasonable transportation and accommodation arrangements.

B. Pre-approval for Attending Conferences and Trainings

1. All DCS travelers requesting pre-approval shall complete an Out-of-State Travel Order and Encumbrance (DCS-1191A) and an Application for Conference Attendance/Training Request, (DCS-1163A).
2. The request for pre-approval for attending a conference or training includes:
 - a. Announcement, e-mail or brochure describing the conference or training;
 - b. Agenda, that includes conference or training date, schedule and content;
 - c. Location of conference or training;
 - d. Flight/Transportation information; potential itineraries;
 - e. Lodging information, including a completed DCS-1212A *Hotel Request form*;
 - f. Justification;
 - g. Estimates of travel expenses, as required on the DCS-1191A; and
 - h. Approval of the Manager or Administrator.
3. The DCS traveler shall sign the statement on the DCS-1163A affirming that
 - a. The traveler will reimburse the Department for all conference or training costs if the traveler fails to attend the conference or training without prior approval.
 - b. Any materials purchased or provided with DCS funds at a conference or training are the property of DCS.
4. Timeframes:
 - a. The complete request package for out-of-state conferences or trainings detailed in V(B)(2) of this document shall be submitted to CWTI at least five weeks in advance of the conferences or training.
 - b. Upon pre-approval by CWTI, requests to make out-of-state flight reservations should be submitted to the DCS Travel Desk within one month of departure.
 - c. For travel that will occur during the holidays, notify the DCS Travel Desk within six weeks of departure to ensure the Department has adequate time to purchase fares at a reasonable price.
 - i. Travel Desk site code: C010-21

- ii. Travel Desk emails: +DCS Flight Reservations and +DCS Hotel Reservations
- iii. Travel Desk phone: (602) 255-2728

C. Lodging: (Accommodations) Requests and Reservations

1. DCS travelers approved to travel in overnight travel status must indicate their preferred lodging arrangements when they submit the DCS-1212A.
2. All lodging requests must be for a commercial establishment.
3. The individual making lodging arrangements is required to request the lowest available rate and shall not exceed the state approved rates for lodging.
 - a. Reimbursement for lodging is governed by state approved rates. The state approved rates for lodging are proposed by the ADOA Director, reviewed and approved by the JLBC, and published by the ADOA.
 - b. DCS employees are required to be aware of the state approved lodging rate that applies to their destination.
 - c. Lodging will not be reimbursed in excess of the limits approved by the JLBC. Refer to SAAM 5095, Maximum Mileage, Lodging, Meal Parking and Incidental Expense Reimbursement Rates.
 - d. The allowable rate for lodging includes the base room rate before non-discretionary, non-elective charges, any unavoidable surcharges and applicable taxes imposed by any authority with jurisdiction, such as state and local sales tax.
 - e. This policy applies to the DCS Travel Desk and to DCS travelers who make their own reservations.
4. If the DCS Travel Desk makes a reservation for DCS travelers who will share a room and who will both be requesting reimbursement, the DCS travelers must request from the lodging establishment separate receipts showing each traveler's portion of the cost. If the lodging establishment cannot or will not provide original, separate lodging receipts, follow the procedure in SAAM 5030 (13.2), Hotels, Motels and Lodging.
5. When a DCS traveler shares a room with a family member who is not travelling on State business, the amount of the lodging paid by the State shall not exceed the total single room rate allowed for a DCS traveler lodging alone.
6. The State will never pay for the following expenses:
 - a. Mini-bar charges for alcoholic beverages;
 - b. Entertainment charges; such as movies, online gaming, or chats; and

- c. Late checkout fees.
7. Conferences sponsored by the Department or events staffed and managed by Department boards, commissions, or councils, which require attendees to stay overnight:
 - a. May only be held at commercial establishments that provide lodging at or below the maximum lodging rate, including tax; and
 - b. Exceptions must be obtained in advance by the DCS Office of the Director and ADOA.

D. ADOA Pre-Authorization Required: Out-of-State Travel; Conferences

All exceptions to State travel policy require written pre-authorization from ADOA. The following are examples of exceptions:

1. Request to use a privately owned aircraft for State business.
2. Pre-approval for reimbursement for out-of-state travel extending beyond thirty days.
3. Conference lodging expenses that exceed the:
 - a. Least expensive single occupancy lodging rate listed in the conference brochure, or
 - b. Reimbursement rate for the area of travel.
4. Authorization to arrange a conference hosted by DCS or another State agency when these arrangements involve the provision of refreshments, meals or lodging in excess of State reimbursement rates.
5. In-state long-term subsistence expense exceeding the maximum reimbursement rates.
6. Meals or lodging within 50 miles of duty post or personal residence.
7. Meals or lodging expenses that exceed maximum daily rates.
8. Travel advances, when no other reasonable and practical means of funding the trip are available.
9. Out-of-State travel when one or both of the following conditions are true:
 - a. The total out-of-state travel cost can reasonably be expected to equal or exceed five thousand dollars (\$5,000); and/or
 - b. The out-of-state travel will require sending three or more individuals from the Department.

10. Any blanket exception: for example, an exception applying to more than a single trip, traveler, or to the State travel policy.

Blanket exceptions generally expire and must be renewed within thirty days of the end of each fiscal year.

E. Additional Out-of-State Travel Requirements

Unless stated otherwise within this, or any other, Department policy all provisions for in-state travel also apply to out-of-state travel. U.S. travel within 100 miles of the Arizona border is considered in-state travel.

The following are additional rules that apply only to out-of-state travel:

1. Out-of-state DCS travelers must request and receive prior approval for travel using the DCS-1191A.
2. All anticipated costs must be identified when completing the request for out-of-state travel. Approval for out-of-state travel must be obtained from a DCS employee's Manager or Administrator.
3. Reservations and payment will be made by the DCS Travel Desk only for the method of transportation that is in the best interest of the state, considering the travel expense as well as the DCS traveler's time.
4. A DCS traveler may, for personal reasons, use a personal vehicle for out-of-state travel, even though travel by common carrier would be the most economical and efficient with prior approval by the Department.
 - a. Justification must be submitted with the DCS-1191A along with a price quote from the state travel vendor showing the current roundtrip airfare to the traveler's destination.
 - b. The cost of meals, lodging, parking, tolls, taxis and ferries incurred while travelling may be reimbursed. However, reimbursement shall not exceed the cost of the lowest regular coach airfare, plus transportation costs to and from the airport terminals.
 - c. The DCS traveler must:
 - i. Acknowledge in writing that the traveler understands and accepts this level of reimbursement; and
 - ii. Include the current quoted round-trip airfare to the traveler's destination in the request.
5. If the DCS traveler chooses to use a personal vehicle for out-of-state travel, the traveler's time in travel status will be calculated as though the traveler had traveled by air.

- a. The traveler will not be reimbursed for meals, incidental or lodging expenses exceeding those allowed for travel by air; and
- b. The traveler will not be reimbursed mileage.

F. Travel Reimbursements

For reimbursement of travel expenses not pre-paid by the DCS Travel Desk, please refer to DCS 03-11, Travel: Approved Expenses and Employee Travel Reimbursement policy and procedures.

VI. PROCEDURES

The purpose of these procedures is to delineate the pre-approval process for attending a conference or training and the process for making travel reservations for transportation and lodging.

A. Pre-approval for attending a conference or training

1. A DCS traveler submits a request to attend a conference or training to CWTI.
 - a. The DCS employee submits a completed DCS-1163A and a completed DCS-1191A to the employee's supervisor for approval.
 - b. The employee obtains approval for attending a conference or training from the employee's manager or administrator.
2. The traveler forwards the request package (see V(B)(2) in this document) to CWTI for approval:
 - a. At least five weeks prior to departure; and
 - b. 30 days prior to registration.
3. If CWTI approves the request, CWTI forwards the request package to the DCS Budget Office for approval. (The Budget Office does not approve the request if travel expenses have not been estimated on the DCS-1191A.)
4. If approved by the Budget Office, the Budget Office forwards the approved request package to the Procurement Unit to create a purchase order.
5. CWTI receives a copy of the purchase order and notifies the DCS traveler of approval and funding to attend the conference or training.

B. Travel Reservations

1. The DCS Traveler contacts the DCS Travel Desk to request the Travel Desk make reservations for approved air, lodging or ground transportation services.

- a. To make hotel reservations, the employee submits the following to [+DCS Hotel Reservations](#):
 - i. Approved DCS-1191A;
 - ii. Approved DCS-1163A;
 - iii. Other request package documentation listed in V(B)(2); and
 - iv. Completed DCS-1212A.
 - b. To make flight reservations, the employee submits the following to [+DCS Flight Reservations](#).
 - i. Approved DCS-1191A;
 - ii. Approved DCS-1163A;
 - iii. Other request package documentation listed in V(B)(2).
2. The DCS Travel Desk informs the DCS Traveler of all reservations details, including itinerary and confirmation number.

VII. FORMS INDEX

[DCS-1163A Application for Conference Attendance/Training Request](#)

[DCS-1191A Out-of-State Travel Order and Encumbrance](#)

[DCS-1212A Hotel Request Form](#)