



TITLE	POLICY NUMBER	
Travel: Children in Care and DCS Escorts	DCS-03-15	
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 arrange non-routine travel for children in care.

II. APPLICABILITY

This policy covers non-routine travel arranged for a child in care. This policy applies to both DCS employees and non-DCS employees serving as escorts for a child in care.

The policy does not apply to temporary employees, contractors, volunteers or those who serve at the request of the Department on Department-sponsored boards, commissions, councils, and committees.

For travel by DCS employees requesting to attend a conference or training or for travel for non-DCS employees that does not involve escorting a child in care, please refer to the following policies:

1. DCS-03-14, Travel: Pre-approval; Reservations; Itinerary
2. DCS 03-11, Travel: Approved Expenses and Employee Travel Reimbursement.

III. AUTHORITY

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

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

IV. DEFINITIONS

Child in Care: A child who is placed in the legal custody of an individual or agency other than the child's parent or legal guardian. This includes the following:

1. A child placed in the legal custody of the Department, but in the physical custody of his or her parent [A.R.S. §8-891];
2. A child in a voluntary placement [A.R.S. §8-806];
3. A child in a placement who has been adjudicated dependent in a dependency

proceeding. [A.R.S. §8-501(A)(8)];

4. Foster youth under twenty-one years of age in the Independent living program [A.R.S. §8-521(A)(1)]; or
5. Foster youth under twenty-one years of age in the Transitional independent living program [A.R.S. §8-521.01].

DCS employee: A DCS state employee who has been issued an EIN.

DCS Escort: A non-DCS employee or a DCS employee who is approved to accompany a child in care for non-routine travel.

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

Department or DCS: The Arizona Department of Child Safety.

In-State Travel: United States travel within 100 miles of the Arizona border.

Non-Routine Travel: Travel to non-local in-state; out-of-state; or out-of-country visits, placements, or services, which typically involves additional travel expenses such as airfare and lodging.

Out-Of-State Travel: United States travel outside of 100 miles of the Arizona border.

V. POLICY

A. Roles and Responsibilities

1. DCS employees arranging travel for children in care and DCS Escorts shall ensure that:
 - a. The proposed travel is appropriate for the child in care based upon the age, development and special needs of the child;
 - b. All persons serving as DCS Escorts receive and make available accurate information;
 - c. All policies and laws are followed for non-routine travel by children in care and DCS Escorts. (This includes court orders, if required); and
 - d. All documentation required for travel is complete and approved before submission to the DCS Travel Desk.
2. DCS Supervisors and Managers shall ensure through the approval process, that:
 - a. The proposed travel is appropriate for the child in care based upon the age, development and special needs of the child;

- b. That proposed DCS Escorts are eligible and appropriate for the non-routine travel.
 - c. All policies and laws are followed for non-routine travel by children in care and DCS Escorts. (This includes court orders, if required); and
 - d. All documentation required for travel is complete and approved before submission to the DCS Travel Desk.
- 3. DCS employees arranging travel for children in care and DCS Escorts shall seek out the most reasonable transportation arrangements.
 - 4. The DCS Travel Desk shall work with the DCS employee requesting the travel or the DCS Escort to arrange the most reasonable transportation arrangements.

B. Travel Reservation Timeframes

- 1. For travel that will not occur during holiday weeks, submit out-of-state flight reservations requests to the DCS Travel Desk at least seven business days before departure. The Travel Desk has regular business hours; Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- 2. For travel that will occur during holiday weeks, submit out-of-state flight reservations requests to the DCS Travel Desk not later than seven business days before departure. This allows the Travel Desk adequate time to purchase fares at a reasonable price.

C. Transportation: Additional Out-of-State Travel Requirements

Unless stated differently within this policy, or any other Department policy, all provisions for in-state travel apply to out-of-state travel.

The following additional requirements apply only to out-of-state travel:

- 1. DCS employee and non-DCS employee Escorts shall request and receive prior approval for travel using the Out-of-State Travel Order and Encumbrance (DCS-1191A). (See Out-Of-State Travel in IV. Definitions, for applicability).
- 2. The DCS Travel Desk shall make reservations only for the method of transportation that is in the best interest of the State, considering the travel expense as well as the traveler's time.
- 3. DCS employees shall not use a personal vehicle for transporting children in care for non-routine travel.

D. Travel Reimbursements

For policy covering reimbursement of approved travel expenses (for example, meals, mileage, lodging) not previously paid by the DCS Travel Desk, please refer to DCS 03-11, Travel: Approved Expenses and Employee Travel Reimbursement.

When a non-DCS employee serving as a DCS Escort for a child in care requests reimbursement, the Child Safety Specialist shall provide the non-DCS employee with

copies of the policy, procedure and forms required for requesting reimbursement.

IV. PROCEDURES

A. Purpose

The purpose of these procedures is to identify the steps for arranging and completing non-routine travel for children in care and for DCS Escorts.

B. Determine the Child in Care's Travel Needs

When a child in care requires non-routine travel arrangements, the assigned Child Safety Specialist determines whether the child will travel alone, with the Child Safety Specialist, or with a non-DCS employee escort, based upon the age, development and special needs of the child.

C. Travel Arrangements for a Child in Care Travelling Alone

1. The Child Safety Specialist:

- a. Completes the DCS 1211A Travel Request Form;
- b. Obtains approval from the APM or designee;
- c. Calls the State Travel Vendor to develop travel itinerary;
- d. Submits all of the above to +DCS Flight Reservations.

2. The DCS Travel Desk (Office of Accounting) will inform the Child Safety Specialist who made the reservations of the specifics of any reservations made such as itinerary, confirmation number, etc.

D. Travel Arrangements for a Child in Care Travelling with a Non-DCS Employee Escort

1. The child's assigned Child Safety Specialist:

- a. Completes the DCS 1211A;
- b. Obtains approval from the Supervisor and from the APM or designee;
- c. Calls the State Travel Vendor to develop a travel itinerary; and
- d. Submits all of the above to +DCS Flight Reservations.

2. The DCS Travel Desk (Office of Accounting) will inform the Child Safety Specialist who made the reservations or the DCS Escort directly of the specifics of any reservations made such as itinerary, confirmation number, etc.

3. The non-DCS employee Escort incurs expenses on behalf of the child in care during non-routine travel (for example, meals or baggage fees).

- a. The non-DCS employee Escort retains receipts for the expenses.
 - b. The non-DCS employee Escort obtains the required policy, procedures and forms from the assigned Child Safety Specialist.
 - c. The non-DCS employee Escort submits the required documentation per policy (see VI(F), of this policy).
- E. Travel Arrangements for a Child in Care Travelling with a DCS Employee:
- 1. The Child Safety Specialist:
 - a. Completes the DCS 1211A;
 - b. Completes the DCS 1119A form;
 - c. Obtains approval from the Supervisor and from the APM or designee;
 - d. Calls the State Travel Vendor to develop a travel itinerary; and
 - e. Submits all of the above to +DCS Flight Reservations.
 - 2. The DCS Travel Desk (Office of Accounting) will inform the Child Safety Specialist who made the reservations of the specifics of any reservations made such as itinerary, confirmation number, etc.
 - 3. The DCS employee Escort incurs expenses on behalf of the child in care during non-routine travel (for example, meals or baggage fees).
 - a. The DCS employee Escort retains receipts for the expenses.
 - b. The DCS employee Escort obtains the required policy, procedures and forms.
 - c. The DCS employee Escort submits the required documentation per policy (see F. below).

F. Reimbursement

For procedures covering reimbursement of approved travel expenses (for example, meals, mileage, lodging) not previously paid by the DCS Travel Desk, please refer to DCS 03-11, Travel: Approved Expenses and Employee Travel Reimbursement.

When a non-DCS employee serving as an escort for a child in care requests reimbursement, the Child Safety Specialist shall provide the non-DCS employee with copies of the policy, procedure and forms required for requesting reimbursement.

VII. FORMS INDEX

[DCS-1211A Travel Request Form](#)

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