

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: EMPLOYEE TRAVEL AND REIMBURSEMENT FOR TRAVEL

ANNUAL REVIEW MONTH: August

RESPONSIBLE FOR REVIEW: Financial Services Manager

LAST REVISION DATE: July 2009

All travel at state expense must be approved and reimbursed in compliance with Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) Administrative Policy and Procedure Manual, PART VIII.A.1., Reimbursement of Travel and Related Expenses.

INTRASTATE TRAVEL (within state - defined to include any point not more than fifty [50] miles beyond the Georgia State line)

The Chief Executive Officer, Chief Medical Officer, Chief Operations Officer, Service Chiefs, Department Heads and Office Directors may approve intrastate travel for their employees when it is essential to the regular operation of their programs and sufficient funds are available. The Chief Executive Officer will approve such travel for the Chief Medical Officer, Chief Operations Officer, Human Resources Manager, Service Chiefs, Department Heads, Office Directors and Clinical Directors.

INTERSTATE TRAVEL (out-of-state)

1. All interstate travel must be approved in advance by the Chief Executive Officer and the Director, DBHDD.
2. All interstate travel requests must be submitted to the Chief Executive Officer eight (8) weeks in advance of the requested date of travel.

TRAVEL ADVANCES

1. An employee may request two types of travel advances:
 - a. Continuous Advance - an amount equal to the average of two weeks estimated expenses.
 - b. Non-Continuous Advance - projected cost of subsistence,

registration and other out-of-pocket expenses which exceed \$500. Larger expenses such as air fare will be paid separately.

2. Request for advance of funds must be approved by the Chief Executive Officer and be submitted on DBHDD Form 5201, Travel Advance Authorization, to the Office of Financial Services fifteen (15) business days prior to anticipated receipt of the advance.

TRAVEL FOR CONFERENCES, CONVENTIONS, PROFESSIONAL AND ASSOCIATION MEETINGS AND TRAINING EVENTS

Travel at state expense is permitted for training events and conferences based on the needs of the hospital. All requests for training travel reimbursement must be submitted to the Director of the Staff Development and Training (SDT) Department and have the prior approval of the Chief Executive Officer. (See CSH Policy #7.01 - STAFF DEVELOPMENT AND TRAINING.)

Requests for interstate travel for conferences, conventions and professional meetings will normally not be considered unless the employee is an officer of the association or scheduled to participate in the program on a published agenda. Reimbursement for interstate travel for professional and association meetings, conventions and conferences must be approved by the Chief Executive Officer and the Director, DBHDD.

Approved:

This policy has been approved by the CEO and CMO on October, 2009.