

CENTRAL STATE HOSPITAL  
PROCEDURESUBJECT: EMPLOYEE TRAVEL AND REIMBURSEMENT FOR TRAVELANNUAL REVIEW MONTH: AugustRESPONSIBLE FOR REVIEW: Financial Services ManagerLAST REVISION DATE: July 2009

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The purpose of this procedure is to provide guidelines for employee travel requests and methods of reimbursement.

Participants:

- Chief Executive Officer
- Chief Medical Officer
- Chief Operations Officer
- Human Resources Manager
- Service Chief/Department Head/Office Director
- Employee
- Financial Services Manager

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## INTRASTATE TRAVEL REQUEST

Chief Executive Officer,  
Chief Medical Officer,  
Chief Operations Officer,  
Human Resources Manager,  
Service Chief/Department  
Head/Office Director

1. When warranted and appropriate, approve intrastate travel for subordinate employees within financial resources.
  2. Coordinate approval of travel with the appropriate department head when functional supervision of employee is involved.
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**INTERSTATE TRAVEL REQUEST****Employee**

Submit completed Department of Behavioral Health and Developmental Disabilities (DBHDD) Form 5354 (Rev. 6/77), InterState Travel Request, to Office Director/Department Head/Service Chief, Chief Operations Officer, Chief Medical Officer, or Human Resources Manager, as appropriate, eight (8) weeks in advance of the requested date of travel.

**Service Chief/Department Head/Office Director, Chief Operations Officer, Chief Executive Officer, Human Resources Manager, Chief Medical Officer**

1. Coordinate approval with appropriate department head when functional supervisor of employee is involved.
2. Upon approval, submit to the Chief Executive officer six (6) weeks in advance of the employee's requested date of travel.
3. Notify employee if DBHDD Form 5354 is not approved.

**Chief Executive Officer**

1. Notify appropriate staff if DBHDD Form 5354 is not approved.
2. Upon approval, forward DBHDD Form 5354 to Director, of DBHDD.
3. Have employee advised of the decision of the Director, of DBHDD.

**TRAVEL ADVANCE****Employee**

Submit completed DBHDD Form 5201 (Rev. 6/84), Travel Advance Authorization, to the Chief Executive Officer twenty (20) business days before the date when the advance will be needed.

**Chief Executive Officer**

1. Have DBHDD Form 5201 forwarded to the Financial

Services Manager if approved.

2. Have employee advised of approval/disapproval.

**Financial Services Manager**

1. Forward DBHDD Form 5201 to The Office of Financial Services. DBHDD Form 5201 must reach the Office of Financial Services fifteen (15) days prior to the anticipated receipt of advance.
2. Assure that the Office of Financial Services is notified in writing to reduce employee's last paycheck by the amount of any unearned advance prior to his/her termination.

**TRAVEL REIMBURSEMENT**

**Employee**

Submit completed and signed DBHDD Form 5353 (Rev. 11/90), Employee Travel Expense Statement, to Office Director/Department Head/Service Chief, Human Resources Manager, Chief Operations Officer, Chief Medical Officer, or Chief Executive Officer, as appropriate, for approval.

**Service Chief/  
Department Head/  
Office Director,  
Chief Operations  
Officer, Human Resources  
Manager, Chief Medical  
Officer, Chief Executive  
Officer**

The primary audit of the Employee Travel Expense Statement, Form 5353, shall be made by the approving authority and shall take place before the form is approved for payment and submitted to the Accounting Office. Care should be taken to verify that all charges are reasonable and in accordance with the present policy. Ensure that all receipts and supporting documents for all amounts claimed are attached.

Submit original DBHDD Employee Expense Statement, Form 5353, along with one copy of form and supporting documents to the Accounting Office.

**Financial Services**  
**Manager/Designee**

1. Check DBHDD Form 5353 for accuracy and compliance with state laws and regulations.
2. Enter travel information into the computer system and submit completed DBHDD Form 5353 to the Office of Financial Services.

**Approved:**

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