

OUT OF STATE TRAVEL PROCEDURES

A. If an employee needs to transport a child, either in or out of Georgia, the following steps are to be taken:

1. Employee should determine who will need to travel, just the child(ren), depending on age, or the child(ren) and a DFCS caseworker
2. The caseworker should immediately contact Travel, Inc in order to obtain the best rates for the travel accommodations needed.

Travel Incorporated can be contacted by calling (770) 291-4200 or 1-800-241-0944. Travel Inc will ask the agency to provide them with the arrival date and time, Organization Number (4270000000) and/or County DFCS to be charged.

If a car needs to be rented to transport the child from the airport to their final destination, Enterprise Rental (AKA National) should be used. Please be aware that rates at the airport tend to be slightly higher. Charges for the rental car must be paid when the car is returned as we cannot bill XXX County DFCS for an out-of-state rental.

3. All proposed out-of-state travel for an employee must receive prior approval using the Interstate Travel Request, Form 5354-Employee
 - The Form 5354-Employee must be completed and approved by the County Director, and their Regional Director to transport children to and from another state.
 - In emergency situations, the director can approve out-of-state travel, but the Interstate Travel Request Form must still be submitted to the applicable approving authorities as soon as possible for approval.
4. Interstate Travel Request, Form 5354-Client will need to be submitted to the County Director and Regional Director for the transportation of the child(ren).
 - This must be done whether we are transporting a child to a new placement outside of Georgia or if the placement in another state disrupts and the child must be returned to Georgia.
5. Transport the child(ren).

NOTE: Travel costs include subsistence (hotels, meals), mileage, airfare, etc.

6. Employees will complete a separate Travel Statement for all of their Out-Of-State Travel expense and attach all travel itineraries, appropriate supporting documentation (receipts), and approved Interstate Travel Request Form 5354-Employee. These must be submitted to Regional Accounting within 10 business days of return.
 - Employees' cost of travel will be booked to the program that the employee is paid from
7. The child(ren) Out-Of-State Travel expenses and all travel itineraries, appropriate supporting documentation (receipts), and approved Interstate Travel Request Waiver Form 5354-Client. These should be submitted along with the Employee's Travel to Regional Accounting within 10 business days of return.
 - Child(ren) cost of travel will be booked to the program which their per diem is normally paid from

NOTE 1: In the event a DFCS caseworker or colleague cannot transport the child(ren), then the county should seek assistance from an approved WRAP provider. Pay from WRAP (518).

NOTE 2: If there are unusual circumstances that dictate the need to have a CCI or CPA caseworker transport the child(ren), a state office approved waiver is required and must be attached to the Travel, Inc itineraries and all other supporting documentation when submitted to Regional Accounting in order to pay from state funds (504/604).

NOTE 3: Travel, Inc and all other associated cost for any non-employee, such as a parent, who travels with a DFCS child must be charged to county funds.

8. Regional Accounting receives notifications daily of Travel, Inc bookings for their region which will include the itinerary and a copy of the invoice
 9. Regional Accounting will hold these notifications in a pending folder awaiting the submission of the Travel Statement and all paperwork from the caseworker
 10. Regional Accounting will attach copies of all of the documentation to their GIA Disbursements report when these expenditures are deducted for supporting documentation for the auditors.
- B. All out-of-state travel for DFCS employees to meetings and/or conferences must be approved by the commissioner.