

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>TRAVEL AND TRAINING REQUESTS</b>	Original Issue Date: August 12, 2004	Policy #: <b>230</b>
	Supersedes: May 8, 2008	Effective Date: March 10, 2011
Committees Consulted: College Administration Nursing Program Coordinators	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To provide guidelines and procedures to assist College employees to obtain approval and reimbursement for travel and training

## **POLICY:**

Requests for educational/training time only require Provost/designee approval.

Requests for funds require Provost and Department of Health Services (DHS)/Network CNO/CEO approval.

The College adheres to the Memorandum of Understanding (MOU) regarding educational hours.

- The amount of time spent in continuing education is regulated by College Administration and is dependent upon College needs and requirements of external accreditation and licensing agencies.

## **PROCEDURE:**

Faculty/staff member completes and submits the following forms to their immediate supervisor for approval prior to the event

- No reimbursement requested: 2 weeks minimum
- Reimbursement requested: 6 weeks minimum

### Healthcare Network Class

- Application for Medical Center Employees (pink)

### Non-Network Class

- Request to Attend Non-Medical Center Programs (blue)
- Class/program brochure
- Travel Request, Request for Approval of Training, Travel/Training Cost Estimates
  - Only required for reimbursement of funds

Immediate supervisor:

- Reviews application and brochure for:
  - Relevance of content to requestor's assignments
  - Conflicts with scheduled assignments
    - Weekend or holiday time is not approved for training unless the class content is mandatory for job duties e.g., BLS Instructor course
- Approves or denies time request and signs application
- Notifies employee and division director of request status within one week of receipt

Subject:

**TRAVEL AND TRAINING REQUESTS**Request for Time Only

- Submits signed original to educational timekeeper

Request for Funds

- Submits to Provost within one week of receipt from faculty.

## Provost/designee:

- Signs forms indicating approval status:
  - Application
  - Travel Request and Request for Approval of Training – Department Head sections
- Submits signed forms to DHS/Network CNO/CEO for final approval (request for funds only)
- Notifies faculty/staff member, supervisor, and educational timekeeper of final approval status

Post Program

## Faculty/staff member:

- Submits a copy of the proof of attendance to educational timekeeper upon return to work
  - Failure to submit a certificate of completion shall result in a payroll correction to change the employee's time from Training Time to Absent Without Pay (AWOP)
- Submits copies of proof of attendance, payment receipts, approved travel requests and Expense Claim to CNO/CEO's secretary for reimbursement.

## Educational Timekeeper:

- Documents faculty educational activities
- Notifies faculty to submit proof of attendance if not received with copy of notification to supervisor
- Maintains Class Program Applications for College employees for five years
- Files applications by year and employee name.

**PROCEDURE DOCUMENTATION:**

Travel Request

Request for Approval of Training

Travel/Training Cost Estimate

Expense Claim

Class/Program Application for Medical Center Employees (Pink)

Request to Attend Non-Medical Center Programs (Blue)

**REFERENCES:**

Applicable Memoranda of Understanding

DHS Policy #582: Travel Claims

Network Policy #544: Employee Education and Training

Network Policy #512: Continuing Education

Nursing Policy # 531: Staff Development

College Policy #515: Faculty Competency

Subject:  
**TRAVEL AND TRAINING REQUESTS**

**REVISION DATES:**

August 12, 2004  
May 8, 2008  
March 10, 2011