

## ADMINISTRATIVE POLICY AND PROCEDURE

**Subject:** REQUEST FOR APPROVAL OF TRAVEL AND TRAINING

**Policy No.:** A204

Supersedes: September 27, 2016

Review Date: March 23, 2023

Origin Date: July 1, 2008

Revision Date:

### PURPOSE:

To provide an opportunity for permanent staff to attend crucial training and education courses supporting Rancho Los Amigos' Mission and Strategic Plan.

To coordinate all requests for travel and training, ensuring the annual travel budget allocation for training is not exceeded.

### POLICY:

➤ **Submission of Training/Travel (T&T) Request** - All training and travel requests must be approved by the Department Head and Rancho CEO and routed to DHS Administration for final approval. Submit completed forms to Rancho CEO a minimum of **four (4) weeks** prior to the training date. If a T&T request includes a registration advance, it must be submitted at least **six (6) weeks** prior to the training date.

➤ **Incomplete and Inaccurate Request** – T&T Approval request must be complete and include brochures related to training or meeting agenda/invitation to support the travel requests. Department Managers should ensure that the computation of all costs associated with the event is correct and that current allowable rates for lodging and meals are used. Meals which are part of the registration fees should not be included in the cost estimate. All estimates/quotes for lodging, airfare, bus, train, and car rentals must be obtained from the CONCUR travel agency (website or live agent) and must be attached to your request.

The current allowable rates list is located under **Forms/Department of Health Services/Finance/TravelAndTraining** or the **County of Los Angeles travel website** at <http://travel.auditor.lacounty.gov/Home>.

➤ **Salary Only – Training within Los Angeles and Adjacent Counties** - For SALARY ONLY training requests, if the training is to be held within Los Angeles County and/or adjacent counties, approvals by the DHS Finance Administration or the Deputy Director Administration Operation are **NOT** required. All training requests, for SALARY ONLY, must be submitted to the Rancho CEO. The employee shall receive no other reimbursement for such travel.

➤ **Travel Restrictions** – In some instances, the Board of Supervisors will suspend travel to certain locations. Before submitting your travel request, check the Auditor Controller's (A-C) Travel Website at <http://travel.auditor.lacounty.gov> to see if there are any travel bans for your destination.

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Revised: 1/06, 7/08, 11/11, 7/12, 9/16

Reviewed: 1/06, 7/08, 11/11, 7/12, 9/16, 3/23

Approved By:

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- **Travel Outside the Continental US** - Travel outside the Continental U.S., even if the request is for SALARY ONLY, is NOT allowed unless approved in advance by the Director of Health Services. Any such request must provide the intended itinerary and a justification as to the purpose and necessity of the trip. The justification should, at a minimum, explain how the Department will benefit from the trip.
- **Multiple Staff** – Careful consideration should be given when assessing the need for multiple people to attend the same event. Perhaps fewer people could represent the organization and then share the experience and training with other staff. In addition, coordination with other DHS budget units should be facilitated whenever possible to limit the total number of DHS employees attending the same event. This will decrease Department’s expenses and may also result in discounts on registration fees if registrations are coordinated and submitted as a group.
- **Vendor-Sponsored Events** – Considerable caution should be exercised when requesting approval to attend vendor-sponsored events, especially when the vendor is willing to pay for travel, lodging, and meals. Although many of these events provide useful information or training to our employees, vendors often provide these events to promote their products and services. Based on the specific costs being subsidized by the vendor, careful consideration should be given as to who should attend these events. Employees who are in a position to influence the award of contracts or Purchase Orders to vendors must not accept free travel, lodging, or meals from these vendors.

Given the high potential for conflict of interest that could occur as the result of vendor-sponsored events, all such requests must be reviewed and cleared in advance by DHS Audit and Compliance (A&C), County Counsel, and, if required, the Board of Supervisors. Early submission of these requests will allow sufficient time for A&C to submit them for review by County counsel.

Requests to attend vendor-sponsored events **will not be approved retroactively**. Employees attending vendor-sponsored events without approval may be required to reimburse the vendors. Employees may also be required to use their own time for the event.

- **Grant Funded Events**. – Trips should not be taken simply because they will be reimbursed by State or Federal grant funding. All such requests should be carefully evaluated and the number of people attending should be kept to a minimum. Regardless of the funding source, all business travels should be booked through CONCUR (the Agency) or an agent from CONCUR.
- **Overtime Associated with Travel and Training** – Overtime that may occur as a result of traveling to or attending training sessions on a Saturday, Sunday, holiday, or Regular Day Off requires prior approval in accordance with the DHS Overtime Policy. Questions regarding overtime for exempt and non-exempt employees should be addressed to the Human Resource Manager.
- **Travel Reservations** – On November 1, 2011, the Board of Supervisors mandated that all County-related business travel be arranged through a County-approved travel service agency (CONCUR). The Agency bills charges for air, rail, bus, and car rental directly to the County’s Business Travel Account (BTA). **Airfares, train, bus, and car rental reservations made outside of the Travel Store will no longer be reimbursed.** Reservations for lodging through the Agency require the use of the employee’s personal credit card and will be reimbursed when an expense claim is submitted timely.

Departments must ensure that employees have an approved T&T request before making a reservation. Employees should use the self-service online system to make travel reservations whenever possible. Live Travel Store agents are available for assistance on complex travel

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arrangements and can be reached during normal business hours @ 877-454-8785, and after-hours for emergency assistance @ 800-639-9368 but for higher transaction fees.

- **Air Travel** – The employee must book air travel via the self-serve online system (Concur Solutions) or by calling the travel agency. **Airfares made outside of the Travel Store will no longer be reimbursed.** The employee must be registered with the Agency before any reservations can be made.

Should an airline delay necessitate an overnight stay, the employee must attempt to secure complimentary lodging from the airline. The employee must notify the Agency if they need to cancel travel reservations. The Agency will refund the cost of refundable tickets, and may be able to obtain a partial refund or change non-refundable tickets for use by another employee. To ensure proper credit is issued, employees must notify the A-C of any cancellations at [CountyTravelManager@auditor.lacounty.gov](mailto:CountyTravelManager@auditor.lacounty.gov).

County business employees are required to travel in Coach/Economy class and any exceptions must be approved in advance by the DHS Finance Administration and the Chief Deputy of Administration & Capital Projects.

County Employees are expected to minimize travel costs to the County by taking advantage of any reasonable discounts or accepting alternate schedules. The Agency can help employees select itineraries that meet the County's Lowest Logical Airfare definition. Employees are required to provide justification for not selecting the lowest logical airfare. However, the County does not expect employees to be unreasonably inconvenienced in order to reduce costs. All County business employees whose tickets were purchased through the Agency automatically receive travel insurance.

Most airlines offer discounted airfares when travel includes a Saturday night stay. Request for extended stays beyond the date of the event, or arrival before the event begins, at County's expense for lodging and meals, should only be allowed on the condition that the flight savings will be greater than the cost of the additional meals and lodging. These extended stays are optional to the employee and are not a requirement for approval of the trip.

- **Hotel/Lodging** - All hotel reservations must be made through Concur Solutions except if:
  - (a) the lodging expense is bundled up into the conference or training fee, and
  - (b) the rate available through the event is more economical than those attainable through the Agency.

Proof of such savings must be attached to your request and clearly noted in the paperwork for consideration. **Reservations for lodging through the Agency require the use of the employee's personal credit card** and will be reimbursed when an expense claim is submitted timely.

Employee shall be reimbursed at a maximum rate allowable in the annual A-C Travel Expense Reimbursements memo. However, employees attending a conference will be reimbursed for receipted lodging, plus taxes, when lodging is contracted by the conference sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate at the designated hotel. The County CEO is considered the appointing authority for granting approval in these instances. An exemption letter must be attached to our T&T request.

Employees are discouraged to book any accommodations prior to the receipt of an approved T&T request. Employees are responsible for any non-business-related spending (ex. room service, pay-per-view, entertainment, spa, resort fee, etc.) beyond the basic lodging expense. Employees are

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responsible for cancelling hotel rooms and must contact both the Agency and the hotel before the cancellation period ends. Employees will not be reimbursed for any fees charged by the hotel for late cancellation or “no show,” unless the employee can document circumstances beyond his/her control.

- **Ground Transportation** – Employees may use rail and bus transportation when necessary to complete business travel, or if they prefer it to air travel. Departmental management is responsible for authorizing rail and bus transportation. The employee’s choice of transportation method should not result in increased costs to the County or additional time away from work.

Employees may rent a car at their destination when it is less expensive than other transportation (ex. Taxi, airport shuttle, ride share), or if the nature of travel requires it. When traveling alone, employees should book mid-size cars or smaller, based on the need. Employees are required to provide a reason for an exception. The employee should decline prepaid fuel if offered by the rental agency.

**Train, bus, and car rental reservations made outside of the Travel Store will no longer be reimbursed**

Employees traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical mode of transportation should be used to and from airports, buses, and rail terminals.

- **Meals** – Itemized original receipts will be required for reimbursement of approved meals. Meals that are included in the registration cost will not be reimbursed and should not be included in the cost estimate. Tips on meals are not allowed for reimbursement. Original itemized receipts need to be submitted with the Expense claim.
- **One-Day Trips** – Meals shall not be allowed in the County of Los Angeles or on one-day trips to neighboring counties of Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.
- **Capital City Allowance** – The Capital City Allowance, per County Code Section 5.40.090 (a) is intended to reimburse additional lodging and meal expenses associated with traveling to capital and primary cities such as Sacramento, Atlanta, Boston, Chicago, Dallas, Houston, Miami, Minneapolis, New York, Philadelphia, Phoenix, Riverside, San Diego, San Francisco, Seattle and Washington DC. The capital allowance is only claimable to the extent incurred (actual itemized receipts required), and not claimable for travel to any other cities, unless approved in advance by the A-C or County CEO. To receive the Capital City Allowance, employees must have been required for business purposes, to be physically present in a designated primary and capital city for a portion of the day the Allowance is claimed. An updated list of qualified cities and their respective allowances is provided yearly by the A-C and can be obtained on the DHS website under **Forms/Department of Health Services/Finance/TravelAndTraining** or the County of Los Angeles travel website: <http://travel.auditor.lacounty.gov/Home>.

Capitol City Allowance will **be applied to lodging costs only**.

**Examples of Allowable Incidental Expenses**

- An employee traveling to a conference in New York City needs to stay at the hotel where the conference is being held. The single occupancy hotel rate is \$270 per night and the maximum capital allowance is \$73 for New York travel. The total amount allowable for the

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hotel expense is \$210.00 and the difference of \$60.00 can be claimed as an incidental (capital allowance) expense.

#### Example of Non-Allowable Incidental Expenses

- An employee travels to Palo Alto, California for a one-day (Friday) seminar (8:00 a.m. to 4:00 p.m.) The employee is authorized to arrive the night before and spend one night at a hotel because the seminar begins so early. The employee also plans to spend the weekend in San Francisco with a travel companion. The employee arrives at San Francisco Airport, (located in Burlingame, CA) and stays at the hotel where he/she will be spending the weekend so a change of hotels will not be necessary. The single occupancy room rate is \$275, and the employee pays \$320 based on the double occupancy. The employee also has a nice dinner on Friday costing \$60. The employee can claim up to \$210.00, plus taxes for the hotel. The employee is not entitled to any incidental costs because the employee was not required to physically be in San Francisco in order to attend the seminar. Additionally, it was the employee's choice to stay in San Francisco. Finally, because the seminar ended so early, the department may not approve the reimbursement to the employee for any dinner expense on Friday night.
- **County Permanent Staff Only** - Travel and Training requests are limited to the permanent staff of Rancho Los Amigos National Rehabilitation Center. Contract, hourly, and per diem employees are excluded.
- **Expense Claim** - Expense Claim Forms should reflect only the actual cost incurred for each item (lodging, meals, capital city allowance, etc.) up to the maximum allowance and must be in line with the approved T&T. An employee must file the expense claim to their managers as soon as possible, but **no later than two weeks** after completing the trip. Employees must attach the approved T&T request to their expense claim to expedite review and reimbursement. It is the responsibility of the employee to submit the claim timely and follow through to ensure the approved claim is received for processing.
- **Travel Advance** – Travel Advance is **ONLY** allowed for registration fees.

#### **SPECIFIC GUIDELINES FOR APPROVAL OF TRAINING AND / OR TRAVEL REQUESTS**

Attendance at seminars, workshops, training sessions, and job-related meetings may be requested if at least one of the following criteria is met:

- Increases the employee's knowledge of proficiency in performing specific current job-related responsibilities AND is directly related to the strategic plan.
- Prepares the employee to perform technical or management skills required at a higher level.
- Increases the employee's productivity and assists the organization to meet strategic objectives.

#### **PROCEDURES:**

##### **A. SUBMISSION OF THE T&T REQUEST FORMS**

1. The employee completes the Travel & Training Request and Cost Estimate forms.

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The forms and instructions are located on the DHS website under **Forms/Department of Health Services/Finance/Travel and Training**. The Department Head must complete the cost estimates prior to submission to Rancho CEO.

- a. Use the County Allowable Expense Rates to complete the Travel and Training Estimate. The current allowance rates for lodging, meals, airport parking, incidental expense, and mileage can be found on the DHS website under **Forms/Department of Health Services/Finance/Travel and Training**.
  - b. When completing a cost estimate for travel, the employee must use the Concur Solutions website and print out quotes (or contact the live agent and request to send out quotes) for air, hotel, bus, car rental, or train, and attach these quotes to the travel and training requests. If the employee does not have access to Concur Solutions, please contact your department Travel Coordinator at (562) 385-7418.
  - c. Attach any brochure(s) or flyer(s) describing the training subject matter. **The date and location should be printed on the brochure or flyer.**
  - d. Incomplete and Inaccurate Request – Training/Travel Approval request must be complete and include brochures related to training or meeting agenda/invitation to support the travel requests. The employee must ensure that the computation of all costs associated with the event is correct and that current allowable rates for lodging and meals are used. Meals which are part of the registration fees should not be included in the cost estimate.
2. The employee submits the completed T&T forms to the Department Head for approval. The Department Head must sign and date the form and forward them to the Rancho CEO. Approval and the amount of reimbursement are at the discretion of the Department Head and Rancho CEO
  3. The Department Head submits the T&T request forms to Rancho CEO a minimum of four (4) weeks prior to the training date for approval. If the T&T request includes a registration advance, it must be submitted at least six (6) weeks prior to the training date.
  4. The Cost Estimate form should be submitted to Rancho's CFO to review to complete the budget information section. Rancho's CFO approves and returns the completed Cost Estimate form.
  5. All forms with supporting documentation should be submitted to DHS Finance Administration for approval **at least two weeks** prior to the training date. If a T&T request includes a registration advance, it must be submitted **at least 30 working days** prior to the event.
  6. DHS Finance returns the approved T&T forms to Rancho CEO. Rancho CEO keeps the original T&T requests forms, and the employee is provided copies.

#### **B. TRAVEL RESERVATIONS ARRANGEMENT**

On November 01, 2011, The Board of Supervisors mandated that all County-related business travel be arranged through a County-approved travel agency. Employees can only make reservations after approval of the travel and training request. Employees should use the self-service online system to make travel reservations whenever possible. To access the online system, the employee must be registered and should have a profile set up by the travel coordinator for your department.

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1. The employee can make reservations online by logging on to [www.concursolutions.com](http://www.concursolutions.com) or by calling a live agent at (877) 454-TRVL (8785) during normal hours or after hours at (800) 639-9368.

Concur Solutions User Guides are located on the intranet under **Organizations / Rancho Los Amigos National Rehabilitation Center/ Finance / Travel and Training / Concur Main User Guide.**

Only employees registered with Concur Agency can make travel reservations. However, for non-registered employees or patients, the department's travel coordinator can make travel reservations on their behalf.

2. Personal Credit Card Information Requirement

- The employee **MUST PROVIDE his/her personal credit card** when making hotel/lodging reservations. The employee will be reimbursed when an expense claim is submitted timely.
- For air, bus, train, or car rental reservations, the employee **DOES NOT have to provide personal credit card** information since the Agency bills these charges directly to the County's Business Travel Account (BTA).

3. County business employees are required to **travel in Coach/Economy class** and any exceptions must be approved in advance by DHS Finance Administration and the Chief Deputy of Administration & Capital Projects.

#### **C. PAYMENT FOR REGISTRATION FEES TO BE PAID IN ADVANCE**

Claim for Travel Advance is **ONLY** allowed for registration fees. Employees should take advantage of any "early bird" discounts whenever available.

1. The employee completes and submits the Claim for Travel Advance form to his/her Department Head and Executive Manager for approval and signature. The employee must attach all the supporting documentation such as brochures and the approved travel and training request and cost estimate. The form and instructions can be downloaded from the DHS website under **Forms/Department of Health Services/Finance/Travel and Training.**
2. The employee submits the approved Claim for Travel Advance form along with the supporting documentation to General Accounting, Dept. of HSA - Finance, 1000 S. Fremont Ave., Unit 8, Building A11, 2nd Floor South, Suite 11200, Alhambra, CA 91803, for processing of payment.
3. Upon receipt of the warrant from the A-C, Finance Department will contact the employee to pick up the registration fees payment check. He/she can then mail the payment check/warrant along with the registration forms to the vendor. The employee can also opt to have the check/warrant mailed directly to the vendor if the registration forms can be submitted separately without the check/warrant.

#### **D. PROCESSING OF REIMBURSEMENT CLAIMS**

1. The employee completes and submits the Expense Claim form to his/her supervisor or department head for approval signature. The form can be downloaded from the DHS website under **Forms/Department of Health Services/Finance/Expense Claims.**

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Please be advised of the following policy when submitting the expense claims:

- LA County Travel Policy, section 12.8.1 requires all expense claims to be **submitted within two weeks** of the last day of attendance. Claims submitted after the indicated time period will be denied. It is the responsibility of the employee to submit the claim timely and follow through to ensure the approved claim is received for processing.
- **Original receipts for every expense** (i.e. lodging, meals, capital city allowance, etc.) must be attached to the claim form. Credit card receipts are not acceptable.
- Expense Claim Forms should reflect only the actual cost incurred for each item up to the maximum allowance and must be in line with the approved T&T. Expense claims will be adjusted, if necessary, based on Travel Expense Reimbursement Rates issued by Los Angeles County.
- **Airfare, bus, train, or car rental reservations made outside of the Travel Store will no longer be reimbursed.**
- The employee must attach the approved T&T requests to their expense claim to expedite review and reimbursement.
- The employee submits the approved Expense Claim form along with the original receipts to General Accounting, Dept. of HSA - Finance, 1000 S. Fremont Ave., Unit 8, Building A11, 2nd Floor South, Suite 11200, Alhambra, CA 91803, for processing of the warrant. General Accounting will review the claim, make any necessary adjustments, and process the claim in eCAPS. Allow a minimum of 10 working days for the A-C to provide a reimbursement warrant.

Travel-related information and resources can be accessed on the Travel Website at <http://travel.auditor.lacounty.gov>.



**INSTRUCTIONS FOR COMPLETING THE TRAVEL & TRAINING APPROVAL REQUEST FORM**

**IMPORTANT:**

The Travel & Training Approval Request form must be submitted at least two weeks prior to the conference, event, or training date along with a completed “Travel & Training Cost Estimate” form.

However, if the cost estimate includes a County Paid Registration Advance amount, the documents must be submitted at least 30 working days prior to the training date to allow sufficient time for a warrant to be issued by the Auditor-Controller’s office.

The Travel & Training Approval Request form must include: Original Approval Signatures, Quotes for all accommodations arranged through CONCUR, as well as Brochures and/or other Supporting Documentation relating to the request.

**NO TRAVEL ARRANGEMENTS OR EMPLOYEE PAID REGISTRATION PAYMENTS ARE PERMITTED PRIOR TO RECEIVING A FINANCE APPROVED TRAVEL & TRAINING REQUEST.**

**1. REQUESTOR INFORMATION**

Requesting Facility/Division: Enter name of Facility/Division (e.g., Fiscal Operations)

Dept. #: Enter 3-digit Department number of requesting Facility/Division (e.g., 110).

Date of Request: Enter Date that the request form was prepared.

Preparer Name: Enter name of employee who prepared the form.

Phone #: Enter phone number of preparer.

Approval Requested: Check the type of approval being requested. Check all that apply.

**2. TRAINING INFORMATION**

Title of Training Program: Enter name of the training program being attended.

Dates of Training and/or Travel: Enter date(s) of the training program and/or travel.

Location of Training and/or Travel: Enter the city and state of the training program and/or travel location.

Reservation Dates & Deadlines: Enter the reservation dates and deadline to register, if any, for the training program.

Mode of Travel: If at the expense of the County, enter the mode of travel (e.g., Airplane, Train, Automobile Type (County Owned, Privately Owned, Rental Car), or “Other” type of travel).

Travel Time: Enter the departure date, and check AM or PM. Enter the arrival date, and check AM or PM.

**3. COST**

Cost: Enter the “TOTAL ESTIMATED COST OF TRIP” from the completed “TRAVEL & TRAINING COST ESTIMATE” form. **[NOTE: This is a REQUIRED FIELD. You must enter a value in order to complete the form.]**

**4. TRAINEES**

Trainees: Enter the name, employee number, and payroll title of the employee(s). **[NOTE: Use a separate sheet to list additional trainees, and include the same information as required on the request (e.g., name, employee number, and payroll title).]**

Registration Advance Requested: Indicate if registration payment is required by checking the “Yes” or “No” box.

Grant Funded: Indicate if Training and/or Travel cost will be paid by grant by checking the “Yes” or “No” box.

Unit Code: Indicate the unit code (cost center) to be charged.

Mileage Permittee(s): Indicate if employee(s) is a Mileage Reimbursement recipients by checking the “Yes” or “No” box.

**5. JUSTIFICATION**

Complete each of the questions, A – E, in the JUSTIFICATION section. Use a separate sheet, if needed. **[NOTE: These are REQUIRED FIELDS. A justification must be entered in each field, where applicable, for the request to be considered for approval. Failure to complete all justifications may result in delays and/or rejection of the request. For those fields that are not applicable, enter “N/A”.]**

**INSTRUCTIONS FOR COMPLETING THE TRAVEL & TRAINING APPROVAL REQUEST FORM**

**6. SIGNATURES**

The form must include all required printed names and signatures, along with the review dates, before the request will be considered for approval.

The Facility and DHS Finance Executive Management Team is as follows:

Ambulatory Care Network: Quentin O'Brien, CEO  
Correctional Health Services: Timothy G. Belavich, PhD, Director  
DHS Finance: Allan Wecker, CFO  
Harbor-UCLA Medical Center: Anish P. Mahajan, MD, CEO  
Juvenile Court Health Services: Quentin O'Brien, CEO  
LAC+USC Medical Center: Jorge Orozco, PT, CEO  
Martin Luther King, Jr. OC: Quentin O'Brien, CEO  
Olive View-UCLA Medical Center: Kimberly McKenzie, RN, CEO  
Rancho Los Amigos NRC: Aries Limbaga, DNP, MBA, CEO

**7. SUBMIT FORM**

Submit the completed form, with all required signatures, to the respective facilities' or HSA finance administration offices.

Only HSA employees should submit the request to: Dept. of HSA - Finance, 1000 S. Fremont Ave., Unit 8, Building A11, 2nd Floor South, Suite 11200, Alhambra, CA 91803.



**TRAVEL & TRAINING APPROVAL REQUEST**

1. REQUESTOR INFORMATION																				
Requesting Facility/Division:	Dept. #:	Date of Request:																		
Preparer's Name :	Phone #:	Approval Requested (Check all that apply): <input type="checkbox"/> TRAINING <input type="checkbox"/> TRAVEL																		
2. TRAINING/TRAVEL INFORMATION																				
Title of Training Program:	Dates of Training and/or Travel:																			
Location of Training and/or Travel:	Reservation Dates & Deadline, if any:																			
Mode of Travel (if at County expense):	TRAVEL TIME: _____ AM PM      _____ AM PM Date of Departure _____ <input type="checkbox"/> <input type="checkbox"/> Date of Arrival _____ <input type="checkbox"/> <input type="checkbox"/>																			
3. COST	4. TRAINEES (Use a separate sheet to list additional employees):																			
Enter "TOTAL ESTIMATED COST OF TRIP" from the "TRAINING/TRAVEL COST ESTIMATE" form:  _____	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Employee #</th> <th style="width: 50%;">Classification</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="padding: 2px;">Registration Advance Requested:      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Grant Funded?      <input type="checkbox"/> Yes      <input type="checkbox"/> No      Unit Code: _____</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Mileage Permittee(s)?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> </tr> </tbody> </table>		Name	Employee #	Classification	1.			2.			Registration Advance Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No			Grant Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No      Unit Code: _____			Mileage Permittee(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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5. JUSTIFICATION (Use separate sheet, if needed):																				
A. Describe how the employee(s) attendance at the training will benefit DHS.																				
B. Briefly describe the purpose of the training.																				
C. Describe the employee(s) job responsibilities which relate to the training.																				
D. Identify the specific knowledge and/or skills the employee(s) will learn from the training.																				
E. If applicable, explain why more than one employee should attend.																				
6. SIGNATURES:																				
Section/Unit Supervisor <b>PRINTED NAME</b> and <b>SIGNATURE</b> :	DATE:																			
Division/Department Head <b>PRINTED NAME</b> and <b>SIGNATURE</b> :	DATE:																			
Facility CEO/CFO <b>PRINTED NAME</b> and <b>SIGNATURE</b> :	DATE:																			
HSA Finance Administration/DHS CFO <b>PRINTED NAME</b> and <b>SIGNATURE</b> (HSA requests only):	DATE:																			

Travel & Training requests must be submitted at least two weeks prior to the training or event date to the respective facilities' or HSA finance administration offices. Only HSA employees should submit the request to: Dept. of HSA - Finance, 1000 S. Fremont Ave., Unit 8, Building A11, 2nd Floor South, Suite 11200, Alhambra, CA 91803.

All Travel & Training Approval Requests must include: This document with Original Signatures, a "Travel & Training Cost Estimate" form (note, the facilities' or HSA finance admin. executive teams approve and sign the document), a "Request for Registration Advance" form if the training/event is County paid, Price Quotes for all accommodations arranged through Concur, Brochures and/or other Supporting Documentation relating to the training/event.

**NO TRAVEL ARRANGEMENTS OR EMPLOYEE PAID REGISTRATION PAYMENTS ARE PERMITTED PRIOR TO RECEIVING A FINANCE APPROVED TRAVEL & TRAINING REQUEST.**



## INSTRUCTIONS FOR COMPLETING THE TRAVEL & TRAINING COST ESTIMATE FORM

### IMPORTANT:

The Travel & Training Cost Estimate form must be submitted at least two weeks prior to the conference, event, or training date, along with a completed "Travel & Training Approval Request" form.

However, if the cost estimate includes a County Paid Registration Advance amount, the documents must be submitted at least 30 working days prior to the training date to allow sufficient time for a warrant to be issued by the Auditor-Controller's office.

The Travel & Training Cost Estimate form must include: Quotes for all accommodations arranged through CONCUR, as well as Brochures and/or other Supporting Documentation relating to the request.

### 1. REQUESTOR INFORMATION

Name: Enter the employee's name requesting the travel and/or training.

Destination: Enter the city and state of the travel and/or training location.

Date of Trip: Enter the inclusive dates of the travel and/or training.

### 2. ESTIMATED COST

AIRFARE, CAR RENTAL, GROUND TRANSPORTATION, and LODGING: Enter the amount for each item.

**The price quote from Concur Solutions (aka "Agency") for each travel cost is REQUIRED, and must be attached with the Cost Estimate.** The amount requested for each item cannot exceed the current County maximum reimbursable amount per the Auditor-Controller's Annual Travel Expense Reimbursement memo, plus applicable taxes. Also, an itemized receipt, for a single occupancy hotel accommodations, must be submitted with the expense claim.

**Note: No reservations or travel arrangements should be made before your respective facilities' CEO/CFO or DHS Finance Administration approves the Travel & Training request.**

MEALS: Enter the amount of each meal for Breakfast, Lunch, and Dinner. TOTAL MEALS will be automatically calculated. The maximum reimbursable amount for meals is based on the current Auditor-Controller's Annual Travel Expense Reimbursement memo, and is subject to your respective facility management's or DHS Finance Administration's discretion to adjust the amount(s). The current allowable rates can be obtained from your respective facility or DHS Finance Administration. The information is also available for download from the DHS Intranet at: [myladhs.lacounty.gov](http://myladhs.lacounty.gov). Click the Forms tab, Department of Health Services, Finance, and, then, click the Travel & Training folder. Meal reimbursement will be based on the actual cost paid per the submitted original itemized receipts up to the maximum allowable County cost (excluding alcoholic beverages and tips). Meal Reimbursement is not allowed if attending a County paid event where meals are included as part of the cost. **ALL ITEMIZED RECEIPTS MUST BE SUBMITTED WITH THE EXPENSE CLAIM.**

CAPITAL CITY ALLOWANCE: Enter the current County incidental expense allowances, per the current Auditor-Controller's Annual Travel Expense Reimbursement memo, for travel to the following capital and primary cities: Sacramento, Atlanta, Boston, Chicago, Dallas, Detroit, Houston, Miami, Minneapolis, New York, Philadelphia, Phoenix, San Diego, San Francisco, Seattle, and Washington D.C.

Incidental expense is only claimable to the extent incurred, and not claimable for travel to any other city. Additionally, incidental expense can only be claimed if the business conducted required presence in the above-named cities. Furthermore, each claim for incidental expense allowance shall be reviewed and approved on its own merits. **ALL ITEMIZED RECEIPTS MUST BE SUBMITTED WITH THE EXPENSE CLAIM.**



## **INSTRUCTIONS FOR COMPLETING THE TRAVEL & TRAINING COST ESTIMATE FORM**

**PORTERAGE:** Reimbursement for porterage is \$1.00 per day.

**OTHER:** Specify any other expense(s) not already listed (i.e., Parking). **ALL ITEMIZED RECEIPTS MUST BE SUBMITTED WITH THE EXPENSE CLAIM.**

**TRAVEL SUBTOTAL:** The field is automatically calculated.

**TRAINING:** Enter, if applicable, the Registration Advance amount. Also, circle whether the Registration Advance will be "Employee Paid" or "County Paid". If County paid, the Travel & Training Request package must be submitted at least **30 working days** prior to the training date to allow sufficient time for a warrant to be issued by the Auditor-Controller's office. Also, if County paid, **provide the payee's name and address.**

**TRAINING SUBTOTAL:** The field is automatically calculated.

**ESTIMATED COST OF TRIP:** The field is automatically calculated.

**UNIT CODE:** Enter the appropriate unit code.

**REIMBURSEMENT:** Enter, if applicable, the Travel & Training amount that will be reimbursed by "Other than County (i.e., Grant Funded)". Also, if grant funded, enter the grant's name and appropriate unit code where indicated.

**TOTAL ESTIMATED COST OF TRIP:** The field is automatically calculated.

**FULL YEAR ALLOCATION (\*):** Enter the full-year allocation of the submitting department's Travel & Training budget.

**YTD EXPENDITURES (\*):** Enter the Year-to-Date (YTD) Travel & Training expenditures, including the total amount of the current Cost Estimate amount.

**BALANCE OF ALLOCATION (\*):** Enter the remaining Travel & Training allocation balance (i.e., Full Year Allocation, less, YTD Expenditures).

(\* ) These fields may be completed by your respective facilities' Finance/Budget or DHS Finance Administration office. Check with your Finance office.

### **3. REVIEWER INFORMATION**

**Facility or DHS Finance Administration PRINTED NAME and SIGNATURE:** The field is to be completed by the respective facility or DHS Finance Administration manager or designee reviewing the Cost Estimate information.



**TRAINING/TRAVEL COST ESTIMATE**

1. REQUESTOR INFORMATION		
NAME:		
DESTINATION:		
DATE OF TRIP (all inclusive):		
2. COST	ESTIMATED	COMMENTS AND/OR FINANCE'S NOTES
<b>TRAVEL:</b>		
AIRFARE:		
CAR RENTAL:		
GROUND TRANSPORTATION:		
LODGING:		
<b>MEALS:</b>		
Breakfast:		
Lunch:		
Dinner:		
TOTAL MEALS:		
CAPITAL CITY ALLOWANCE:		
PORTERAGE:		
OTHER:		
<b>TRAVEL SUBTOTAL:</b>		
<b>TRAINING:</b>		
REGISTRATION:		Circle One (*): <b>Employee Paid</b> or <b>County Paid</b>
<b>TRAINING SUBTOTAL:</b>		
ESTIMATED COST OF TRIP:		
Unit Code:		
<b>REIMBURSEMENT:</b>		
Other than County (i.e., Grant Funded)		
Name of Grant and/or Unit Code:		
<b>TOTAL ESTIMATED COST OF TRIP:</b>		
<b>FULL YEAR ALLOCATION:</b>		
YTD EXPENDITURES (including this trip):		
<b>BALANCE OF ALLOCATION:</b>		
<b>3. REVIEWER INFORMATION:</b>		
Facility or DHS Finance Administration <b>PRINTED NAME</b> and <b>SIGNATURE:</b>		DATE:

**This form must be submitted two weeks prior to the date of training, along with the "Training/Travel Approval Request" form.**

(\*) Circle the requested Registration Advance payment method. If County paid, the Travel & Training Request package must be submitted at least **30 working days** prior to the conference or event to allow sufficient time for a warrant to be issued by the Auditor-Controller's office. Also if County paid, **provide the payee's name and address.**