



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT:** TRAVEL AND TRAINING REIMBURSEMENT

**Policy No.:** A570

**Effective Date:** 08/2001

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**Purpose of Procedure:** To delineate the policies and procedure for requesting funding for travel and training expenses.

#### **Philosophy:**

The Department of Nursing at Rancho Los Amigos National Rehabilitation Center believes:

- a. Ongoing education of staff at all levels is important to provide excellent patient care and meeting support needs.
- b. Training needs to be inclusive of learning opportunities outside of the RLANRC expertise.
- c. Unique expertise and experience of individuals within the nursing department needs to be shared with the nursing community.

In order to promote these opportunities for staff, the department will assist selected staff with expenses associated with this endeavor. This process may include:

- a. Partial or complete reimbursement of an individual's attendance at seminars or conferences.
- b. Funds spent to bring in individuals to RLANRC to meet identified learning needs of specific target groups.

It is also believed that information obtained from these learning opportunities is to be shared appropriately with other members of the nursing department. Depending upon the topic, the information may be shared on a unit, area, service, department, or hospital basis. Information may be shared in one or more of the following ways:

- a. Inservice
- b. An article or abstract (e.g. *Nursing Times*)
- c. Handouts for distribution, poster/powerpoint
- d. Establishing a work group to make changes in nursing practice
- e. An expressed willingness to be involved in a task force to modify nursing practice
- f. Other creative ways as approved by the supervisor
- g. A combination of any of the above.

It is recognized that these funds are limited and need to be judiciously expended to obtain the most impact for patient care. Therefore, reimbursement for travel and training will be limited to those opportunities which meet one or more of the criteria listed below

- a. Is of value to the organization
- b. Promotes innovation within the department of nursing
- c. Gains information to:
  1. Promote up-to-date clinical practice OR
  2. Plan for future trends and issues in nursing and health care
- d. Promotes professional growth
- e. Represents the organization (e.g. shares unique knowledge, marketing, board member of a National Organization)
- f. Is within the Continental United States

Any individual receiving any type of financial support from the organization to attend outside professional seminars, etc., is expected to meet the following criteria:

- a. Is a permanent employee or a relief nurse working at least 3/5 time with greater than 1 year of service.
- b. Has a recent competent evaluation in which the individual meets and/or exceeds all performance standards.
- c. Continues to perform competently
- d. Has a plan to share the information gained from the learning opportunity with other members of the department. Additional criteria is at the discretion of the immediate supervisor and/or nurse manager.

Reimbursement will be based on:

- a. Available resources
- b. The needs of the organization
- c. The needs of the individual
- d. Employment status
  1. If salary is to be paid it will be paid at usual rate for time granted
  2. If reimbursement is granted for other expenses, those expenses will be paid based on employment status. (Refer to Rancho Administrative P/P #204)
- e. An approved continue education provider

#### Application for Reimbursement

- a. Complete and submit the following forms found on the intranet: Forms/DHS/Finance
  1. Instructions for Completing the Travel/Training Approval Request
  2. Travel/Training Approval Request
  3. Request for Registration Advance (if necessary)
  4. Training/Travel Cost Estimate
  5. Expense Claim Form
- b. Attach all available information about the seminar/conference brochure, email description, including conference objectives, a course description, dates and costs.

#### Approval Process

- a. Submit all forms to the immediate supervisor for processing.  
**Key Points:**
  1. Signatures of the supervisor/nurse manager, Clinical Director, and Chief Nursing Officer are required. The Chief Nursing Officer's office will track the application through the approval process.
  2. Turn in as soon as possible to allow sufficient time for the review process.
  3. If a T&T request includes a registration advance, it must be submitted at least 30 working days prior to the event.
  4. The Nurse Manager or Clinical Nursing Director will contact the applicant when the approval process has been completed.
- b. The applicant will receive a signed Travel Request form indicating conference and reimbursement approval.

Reimbursement Process

- a. Complete the Expense Claim Form (#76E928) with the following attached:
    1. Original Receipts
    2. Signed Travel Request form
  - b. Submit all forms to the Chief Nursing Officer.  
**Key Point:** Reimbursement should be within 2 weeks. The Chief Nursing Officer or designee will notify the employee when the check is ready.
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**References:**

Nursing Administrative Policies and Procedures:

#A501 Request for Continuing Education Time

#A565 Professional Advancement Opportunities for Nursing Employees

Hospital Administration Policy #A204 Requests for Approval of Travel and Training

DHS Policy #582 Travel Claims

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08/01 – Revised  
09/05 – Revised  
07/10 – Revised  
04/13 – Revised  
05/17 – Revised  
07/23 – Revised