

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

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Subject: TRAVEL AND TRAINING REQUESTS	Original Issue Date: August 12, 2004	Policy #: 230
	Supersedes: February 12, 2015	Effective Date: June 28, 2018
Individuals / Committees Consulted: SON Planning EDCOS Planning Allied Health Committee	Reviewed & Approved by: College Governance	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 related to job duties.

POLICY:

Educational/training time requests must be approved by Provost / designee. Funds must be approved by Department of Health Services (DHS).

The Memorandum of Understanding (MOU) guides the College's decisions regarding educational hours.

- Approval of continuing education time and programs is determined by College Administration. Education/training must be related to work assignments, College needs and/or requirements of external accrediting and licensing agencies.

PROCEDURE:

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

- No funds requested: 2 weeks minimum
- Funds requested: 8 weeks minimum

LAC + USC Medical Center Class

- Application for Medical Center Employees

Non LAC + USC Medical Center Class

- Request to Attend Non-Medical Center Programs
- Class/program brochure
- Travel Request, Request for Approval of Training, Travel/Training Cost Estimates
 - Only required for reimbursement of funds and travels outside LA County

Dean / Immediate supervisor:

- Reviews application and brochure for:
 - Relevance of content to requestor's assignments
 - Conflicts with scheduled assignments
 - Weekend is approved for training on a case by case basis
 - Holiday time is not approved for training.
 - Overtime will not be approved as a result of training.
- Approves or denies time request and signs application(s)

Subject:

TRAVEL AND TRAINING REQUESTS

- Notifies employee and division director of request status within one week of receipt
- Obtains Provost approval for travel outside LA County / request for funds

Request for Time Only

- Submits signed original form(s) to educational timekeeper (within LA County)

Request for Funds

Provost/designee:

- Signs forms indicating approval status:
 - Application
 - Travel Request and Request for Approval of Training – Department Head sections
- Submits signed forms for final approval to:
 - Provost, College of Nursing
- Notifies faculty/staff member, supervisor, and educational timekeeper of final approval status

Post Program

Faculty/staff member:

- Submits evidence of attendance to educational timekeeper upon return to work
 - Failure to submit evidence of attendance 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:
 - Provost, College of Nursing.

Educational Timekeeper:

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

PROCEDURE DOCUMENTATION:

Class/Program Application for Medical Center Employees

Expense Claim

Request for Approval of Training

Request to Attend Non-Medical Center Programs

Travel/Training Approval Request

Travel/Training Cost Estimate

REFERENCES:

Applicable Memoranda of Understanding

DHS Policy # 582: Travel Claims

DHS Policy # 582.1: Travel Request

LAC + USC Medical Center Policy # 544: Member Education & Training

LAC + USC Medical Center 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
February 12, 2015
June 28, 2018