

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

Page 1 Of 2

Subject: TRAVEL AND TRAINING REQUESTS	Original Issue Date: August 12, 2004	Policy #: 230
	Supersedes: August 12, 2004	Effective Date: May 8, 2008
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 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 will complete and submit the following forms to their immediate supervisor for approval:

Healthcare Network Class – submit a minimum of two weeks prior to the event

- Application for Medical Center Employees (pink)

Non-Network Class – submit a minimum of six weeks prior to the event

- 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 will:

- Review 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
- Approve or deny time request and sign application
- Notify employee and division director of request status within one week of receipt

Request for Time Only

- Submit signed original to educational timekeeper

Request for Funds

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

Subject:

TRAVEL AND TRAINING REQUESTS

Provost/designee will:

- Sign forms indicating approval status:
 - Application
 - Travel Request and Request for Approval of Training – Department Head sections
- Submit signed forms to CNO/CEO for final approval
- Notify faculty/staff member, supervisor, and educational timekeeper of final approval status

Post Program

Faculty/staff member will:

- Submit a copy of the proof of attendance to educational timekeeper within three months from the completion date of the course
 - 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)
- Submit copies of proof of attendance, payment receipts, approved travel requests and Expense Claim to CNO/CEO's secretary for reimbursement.

Educational Timekeeper will:

- Document faculty educational activities
- Notify faculty to submit proof of attendance if not received within three months of program completion with copy of notification to supervisor
- Maintain Class Program Applications for College employees for five years
- File 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