



Policy: Conferences and Related Travel

ChildNet Number: CN 010.008

Original Approved Date: June 17, 2003

Policy Revised Date(s): September 27, 2004, April 2010, May 20, 2010

Policy Sunset Date:

COA Standard(s): none

Statement of Policy:

It is the policy of ChildNet to ensure the best use of conference expenses and related travel while affording staff the opportunity to participate in conferences to meet professional goals.

Scope

The purpose of this policy is to provide guidelines for travel and entertainment expenses for ChildNet's employees. This policy highlights travel policies and procedures, payment options, and introduces employees to the forms used for travel. It is the responsibility of the employee to choose the most economical method of travel, which is in the best interest of ChildNet and the State of Florida.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: Conferences and Related Travel

ChildNet Number: CN 010.008

Original Approved Date: June 17, 2003

**Procedure Revised Date(s): September 27, 2004, April 2010, May 20, 2010,
May 14, 2014, October 19, 2022**

Procedure Sunset Date:

COA Standard(s): none

Definitions (If any):

Statement of Procedure

Travel Request Authorization

All travel must be authorized using a Travel Request Authorization (TRA) Form.

1. When an employee becomes aware of a conference/meeting that he/she needs to attend, he/she must request approval from his/her supervisor. Upon the supervisor's approval, the department's Administrative Assistant (AA) or designee makes the appropriate arrangements using a ChildNet credit card or vendor accounts as applicable. The AA completes a Travel Request/Authorization (TRA) form noting the actual and estimated costs for registration, airfare, hotel accommodations, rental car information, and meal per diem. The completed TRA is submitted to the employee's supervisor(s) for approval and to the CFO and CEO for final approval. Once approved, the TRA is submitted to the Finance Department with all related documentation.
2. A copy of the TRA form which contains all confirmation numbers is given to the employee along with any additional items needed (i.e., tax exemption form). After the conference/meeting, the employee is expected to provide receipts to complete the TRA reconciliation.
3. If the employee incurred additional (not already identified on the TRA) company related expenses, he/she must complete a Travel Expense Recap (TER). The TER, with all receipts, must be forwarded to the Finance Department within ten (10) business days. Out-of-pocket expense reported on the TER is processed for reimbursement within 10 days of receipt. Expenses charged to a corporate credit card should not be reported on the TER. These items are reported on the Credit Card Reconciliation (CCR) Form (See Credit Cards Policy - CN 010.010) following receipt of the credit card statement.



Car Rentals

ChildNet maintains a vendor relationship with rental car provider(s). Car rental arrangements should be made with the company's assigned account number. ChildNet carries an insurance policy that covers employees when traveling in a rented car. Once travel is completed, the employee submits a copy of the rental car return receipt and the TRA form noting the purpose of the rental to the AA responsible for renting the vehicle, it is then approved and forwarded to the Accounts Payable email for reconciliation of the monthly rental car invoice.

Per Diem

ChildNet provides a meal allowance for each employee that has at least one overnight stay on company related travel. ChildNet's per diem policy is written in accordance with the Department of Children and Families (DCF) Operating Procedure 40-1, however management reserves the right to set per diem at or below DCF rates. The meal allowances are based upon the following schedule:

Meal Type	Allowance	Travel Begins Before:	Travel Extends Beyond:
Breakfast	\$6.00	6:00 am	8:00 am
Lunch	\$11.00	12:00 pm	2:00 pm
Dinner	\$19.00	6:00 pm	8:00 pm

Tax Exemption

Employees must provide a copy of ChildNet's tax exemption form to all vendors when incurring company related travel expenses. If the tax exemption form is not provided to the vendor and if the cost is incurred directly by ChildNet via credit card, it is the employee's responsibility to request a reimbursement from the vendor for the taxes incurred.

President's Signature: _____

Date: _____