

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Staff Travel	Policy Number: 15
Number of Pages: 3	Section:
Attachments: Travel Voucher	Related Standards & References:
Effective Date: June 1, 2012	Approved:  James MacCarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that all non-routine travel (i.e. to conferences, seminars, out-of-state) by staff will be approved in advance by the campus or facility administrator, division director, other organizational head, his or her designee, or in said person's absence, by the appropriate administrator or supervisor on duty. Routine travel is such travel that is deemed necessary in the regular course of business (i.e. travel from Youth Court, travel from Oakley Campus to the Central Office.)

When travel is to be made by two or more persons, from the same campus or site, to the same location, every effort shall be made to car pool to conserve resources. Administrators and/or supervisors should require car pooling, as appropriate.

Travel is to be claimed from the shortest distance between work and home. If the shortest distance would be from one's home, then that would be where travel should begin. If the shortest distance is from work, then travel would begin from work.

Use of state-owned vehicles is covered under Policy #7.2. For out-of-state travel, the method of transportation must be approved by the Division Director. For in-state travel, use of state-owned vehicles shall be the primary choice if state-owned vehicles are available for use, otherwise, use of personal vehicles for travel shall be acceptable.

Reimbursement for official travel expenses will be according to guidelines established by the agency, the State Auditor's Office, the Department of Finance and Administration, and/or any other Federal/State entity as may be applicable. A Voucher for Reimbursement of Expense Incident to Official Travel (see pages 3 & 4) will be submitted to the appropriate supervisor to initiate the reimbursement process.

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Additionally, all out-of-state travel must be pre-authorized by submitting a Travel Authorization form (see Form 7.3-B) and a copy of such must accompany the reimbursement request. All out-of-state travel must be requested 30 days in prior to travel date.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that any employee who drives a state-owned vehicle is required to have a current, valid driver's license issued by the State of Mississippi. A current photocopy of the employee's driver's license must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located and shall be replaced periodically as the license is renewed by the employee. Use or assignment of a state-owned vehicle without a current valid Mississippi driver's license is expressly prohibited.

Automobile insurance coverage is not provided by the state. The state is covered by self-insurance through the Tort Claims Board for acts and omissions of state agencies and their employees for claims up to \$50,000.00. Employees, when utilizing state-owned vehicles, are strongly encouraged to have personal automobile liability insurance coverage that additionally covers them when driving a state-owned vehicle, in the event that personal liability is determined by a court of competent jurisdiction. Coverage by the Tort Claims Board and/or the state's sovereign immunity only applies to acts and omissions that occur during the scope and course of employment. For example, if an employee is involved in an automobile accident while driving a state-owned vehicle, but it occurred while conducting personal business (i.e. side trip to the Wal-Mart while in route between Oakley and the State Office) it would not be covered by the Tort Claims Board of the state's sovereign immunity.

It is policy of the Mississippi Department of Human Services; Division of Youth Services that reimbursement for travel expenses will be according to guidelines established by the State Auditor's Office. To receive reimbursement for official travel expenses incurred, a Voucher for Reimbursement of Expenses Incident to Official Travel must be submitted for review to the immediate supervisor by the 3rd of the month following the month in which the expenses incurred. The immediate supervisor will submit all vouchers to the Community Services Director by the 5th of the month. The Community Services Director will give the final approval for reimbursement of all Community Services travel expenses. All travel reimbursement forms must be doubled sided.

Further, it is policy that all Community Services employees are responsible for carrying automobile liability insurance coverage on their personal vehicle(s), and all Division of Youth Services employees are liable for any juveniles/students transported in their personal vehicles.

II. DEFINITIONS

None

III. PROCEDURE

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- A. All travel must be pre-approved by the immediate supervisor.
- B. A travel form must be completed and turned in to the immediate supervisor at the end of the month.