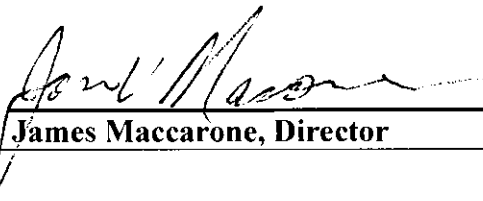


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES	
Subject: Staff Travel	Policy Number: 15
Number of Pages: 3	Section: XIV
Attachments: A. Travel Voucher B. Travel Authorization C. Travel Justification	Related Standards & References:
Effective Date: June 1, 2012 Revised October 1, 2019	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 the 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 Administrative Policy 9. 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. The use of a personal vehicle when a state-owned vehicle is available will result in a lower reimbursement rate.

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For any round trip travel of 101 miles or more, the Trip Optimizer System shall be utilized and a Trip Optimizer shall be prepared in advance of the travel. It may be found on the Mississippi Department of Finance and Administration website under Travel Forms and Manuals. If an employee chooses to use their personal vehicle, they may claim the lowest cost option stated on the Trip Optimizer, be it the Total Reimbursement Expense, or the Total Rental Cost. Should a rental car be reserved, and not be available at check-in, if the employee chooses to use their personal vehicle under that circumstance, they may only claim the lowest cost option as stated on the Trip Optimizer.

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 or State entity as may be applicable. A Travel Voucher (Attachment A) will be submitted to the appropriate supervisor to initiate the reimbursement process. Additionally, all out-of-state travel must be pre-authorized by submitting a Travel Authorization form (Attachment B) and a Travel Justification form (Attachment C), 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 the 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) are not 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 Travel Voucher (Attachment A) 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

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Community Services Director will give the final approval for reimbursement of all Community Services travel expenses.

Further, it is policy that all Community Services employees are personally responsible for carrying automobile liability insurance coverage on their vehicle(s). Division of Youth Services employees shall not transport youths/students, or parents, in their personal vehicles.

II. DEFINITIONS

None

III. PROCEDURE

- A. All travel must be pre-approved by the immediate supervisor.
- B. A Travel Voucher form must be completed and turned in to the immediate supervisor at the end of the month in order to seek reimbursement for official travel.