

MANAGEMENT DIRECTIVE

TRAVEL POLICY, TRAVEL ADVANCE AND EXPENSE REIMBURSEMENT

Management Directive #14-02

Date Issued: 11/20/14

- New Policy Release
- Revision of Existing Management Directive MD14-02, Travel Policy, Travel Advance and Expense Reimbursement, dated 05/07/14

Revision Made: **NOTE:** Current Revisions are Highlighted

Cancels: Procedural Guide 1200-501.30, Travel Policy, Travel Advance and Expense Reimbursement

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PURPOSE

- 1.1 This Management Directive supports child safety and timely legal permanency by updating the Department of Children and Family Services' (DCFS) policy, criteria, guidelines, and procedures governing the review and approval of employees' requests to travel.
- 1.2 This directive is applicable to all new and existing case-related referrals and administrative travel for staff and children to destinations outside Los Angeles County during County business.
- 1.3 This directive provides a uniform process for the approval and control of travel expenses.

POLICY

- 2.1 All DCFS employees traveling outside of Los Angeles County on County business **MUST** request and receive approved **written** permission from the DCFS Director, Chief Deputy Director or Deputy Director **prior to the commencement of any travel.**

Administrative travel must be submitted on an Administrative Travel Request (ATR) Form (PS1-85 Form) and includes:

- Meeting with legislative program and financial staff in Sacramento or Washington, D.C.
- Attendance at seminars, conferences, business meetings or training sessions

Case-Related travel in DCFS must be submitted on a Case-Related Travel Request Form (DCFS 304 Form) and may include travel for such purposes as:

- Meeting child visitation requirements
- Completing a home evaluation of birth parents/relatives or prospective adoptive parents
- Making a home visit
- Returning a child to legal residence
- Bringing a detained child back to Los Angeles County

- 2.2 Travel authorization is not required for one-day trips to adjacent counties. Travel to adjacent counties for one-day trips is eligible for mileage reimbursement which is subject to the conditions of the mileage policy. Regular mileage reimbursement rates apply for travel to Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura counties for employees who are mileage permittees. Non-mileage permittees receive six cents per mile compensation.

2.3 All travel must be requested in advance using a Travel Request Form which includes all appropriate signatures. Travel requests for the following day will only be approved in cases of emergency travel. Employees must comply with all ordinances of the County Fiscal Manual relating to submission requirements of Expense Claims.

2.4 On November 1, 2011, the Board of Supervisors ([New County Travel Services Program](#)) mandated that all County-related business travel be arranged through a County-approved travel service agency (Travel Store, Inc.). The Agency bills charges for air, lodging, rail, bus, and car travel directly to the County's Business Travel Account (BTA). The A-C reconciles travel activity to monthly BTA billing statements and apportions expenses to County departments.

2.5 Detailed information related to Travel Authorization, Reservation, Cancellation or Unused tickets, Lodging or Hotel cancellation, Meal Reimbursement, Capital city allowance, etc. is stated in the County Fiscal Manual, Chapter 13 – Los Angeles County Travel Policy:

<http://auditorweb.co.la.ca.us/FileDownload.aspx?FileID=969>

2.6 For staff on approved travel, DCFS will reimburse travel expenses for attendance at seminars, conferences, business meetings, or training sessions. Employees may be authorized to receive reimbursement for transportation, lodging, registration, meals, and any other allowable costs not to exceed the maximum travel expense reimbursements as set by the A-C. In the event that staff decides to extend approved travel into a vacation by use of personal time, DCFS reimbursement will cover only those expenses incurred during the actual hours approved for conducting county business. Specific examples include airport parking, shuttle service charges, additional hotel nights, and car rental fees. Costs for conference or registration fees must be submitted on a Request for Approval of Purchased Training Form ([PTR Form](#)) and Procurement Request Form ([DCFS 250 Form](#)).

2.7 Travelers may rent a car at their destination when it is less expensive than other transportation (e.g., taxi, airport shuttle), or if the nature of the travel requires it. All rental car reservations must be made with the County-approved Agency.

Rental Car Insurance – Domestic

The County has made provisions for insuring rental cars against third party liability and physical damage to the rented vehicle. Therefore, travelers must decline all insurance coverage except: coverage for additional drivers (when applicable) and coverage for drivers under 25 years of age (when applicable).

Rental Car Insurance – International

The traveler should ask if the rental agency accepts the county's self-insurance. If not accepted, travelers should accept all insurance coverage when renting cars in a foreign country.

Travel coordinators should work with staff and the County-approved Agency to make national and international travel reservations for air, rail, bus, car rentals, and hotel reservations.

PROCEDURES

A. WHEN: REQUESTING ADMINISTRATIVE TRAVEL AUTHORIZATION

Travel authorization to attend conferences, meetings, or trainings must be requested using the Administrative Travel Request (ATR) Form ([PS1-85 Form](#)) when traveling:

- Outside Los Angeles and outside adjacent counties
- For trips longer than one day to adjacent counties

Responsibilities of Staff Requesting Travel Authorization

1. Complete the PS1-85 Form, specify rental car option and forward to your immediate supervisor for review. Attach a copy of the approved training and/or conference agenda or materials. The PS1-85 Form must be submitted and approved 10 days in advance of planned departure. Travel Requests that require air travel should be submitted 30 days prior to departure, if possible.

Responsibilities of Immediate Supervisor

1. Review the PS1-85 Form and attachments for completeness and accuracy. Evaluate the purpose of the trip to determine if the trip is necessary.
2. If complete and accurate, initial the PS1-85 Form and forward it to the Assistant Regional Administrator (ARA) / Regional Administrator (RA) / Division Chief for signature. If incomplete or inaccurate, return to the requestor for corrective action.

Responsibilities of ARA/RA/Division Chief

1. Review the PS1-85 Form and attachments for completeness and accuracy. If approved, sign on the line for ARA/RA/Division Chief's signature and forward the PS1-85 Form to the Deputy Director (DD) for signature. If incomplete or inaccurate, return to the requestor for corrective action.

Responsibilities of Deputy Director

1. Review the PS1-85 Form and attachments for completeness and accuracy. If approved, sign on the line for Deputy Director's signature and forward the PS1-85 Form to the Bureau Chief of Finance and Administration for signature. If incomplete or inaccurate, return to the requestor for corrective action.

Responsibilities of Bureau Chief of Finance and Administration

1. Review the PS1-85 Form and attachments for completeness and accuracy. If approved, sign on the line for Bureau Chief of Finance and Administration's signature and forward the PS1-85 Form to the Department Head for signature. If incomplete or inaccurate, return to the requestor for corrective action.

Responsibilities of Department Head

1. Review the PS1-85 Form and attachments for completeness and accuracy. If approved, sign on the line for Department Head's signature. If incomplete or inaccurate, return to the requestor for corrective action.

Once all approval signatures have been obtained, a Travel Request number will be assigned on the upper right hand corner of each travel request. The original approved PS1-85 Form will be forwarded to the Fiscal Operations Division (FOD), Accounting Services-Accounts Payable Unit and a copy will be forwarded to the Travel Coordinator.

Responsibilities of Travel Coordinator

1. Upon receipt of the copy of the approved travel request, review the PS1-85 Form and attachments for completeness and accuracy. If approved, sign on the line for Travel Coordinator's signature and provide a copy of the PS1-85 Form to the requestor. Work with staff and the County-approved Agency to make national and international travel reservations for air, rail, bus, car rental, and hotel reservations.

To make a travel reservation, travel coordinators can go online at www.concursolutions.com or call the travel agent at (877) 454-8785 during normal business hours, and (800) 639-9368 for after-hours emergency assistance. Transaction fees are only charged for the initial reservation. There are no additional charges for changes or cancellations except for afterhours live agent transactions, which cost \$16. Normal hours are from 8:00 am to 5:00 pm Monday through Friday excluding holidays.

2. After booking travel arrangements, fax a copy of the approved PS1-85 Form and itinerary to:

DCFS – Fiscal Operations Division
Accounting Services – Accounts Payable Unit
425 Shatto Place, Rm. 205
Los Angeles, CA 90020
Fax: (213) 427-6197

3. After booking travel arrangements, give the staff requesting the travel authorization the electronic ticket provided by the Agency.

NOTE: The Agency provides electronic tickets instead of paper tickets. Electronic tickets are generally emailed to the traveler/travel coordinator within two days of ticketing.

4. Notify the Agency if travel reservation is to be cancelled. To ensure that proper credit is issued, also notify the A-C of any cancellations at: CountyTravelManager@auditor.lacounty.gov.
5. Monitor cancelled refundable and non-refundable travel reservations. The Agency will refund the cost of refundable tickets, and may be able to obtain a partial refund or change non-refundable tickets for use by another traveler.

Responsibilities of Staff Requesting Travel Authorization

1. After receipt of the copy of the approved travel request, work with the office Travel Coordinator on the actual travel plan.

Responsibilities of Fiscal Operations Division Staff

1. Maintain Travel Request Logs of Administrative and Case-Related travel requests.
2. Review the A-C travel billings and verify if travel charges were authorized.
3. Retain travel authorizations for at least three years.

B. WHEN: REQUESTING TRAVEL AUTHORIZATION FOR A CHILD UNDER DCFS SUPERVISION ACCOMPANIED BY STAFF OR ATTENDANT

Travel authorization for the child, CSW or attendant for destinations outside Los Angeles and adjacent counties is requested using the Case-Related Travel Request Form ([DCFS 304 Form](#)). The CSW is also responsible for determining the need for an attendant.

Travel Requests should indicate whether the case meets transfer criteria and whether it meets courtesy supervision or Interstate Compact on the Placement of Children (ICPC) criteria; and if so, the status of the transfer/courtesy supervision. If the case does not

meet case transfer criteria or courtesy supervision, the reasons should be documented in the Travel Request.

It is the position of both the California Department of Social Services (CDSS) and the Los Angeles County Juvenile Court that transportation of a child is a case work decision to be approved by the RA and **does not require a court order.**

NOTE: CSWs will be reimbursed for business use of personal cars in accordance with current County mileage reimbursement provisions. To be reimbursed for the use of their personal car for business, travelers should submit their mileage claim through the new Countywide automated mileage claims system, Mileage Authorization and Reimbursement System (MARS).

Responsibilities of CSW

1. Complete the DCFS 304 Form summarizing the request for transportation, e.g., case name, number, child(ren)'s name, age, travel dates, car rental and attendant information. The DCFS 304 Form must be submitted and approved 10 days in advance of the planned departure or as soon as possible for emergency or urgent situations.
2. Forward the completed DCFS 304 Form to your SCSW for approval. Provide any necessary supporting documentation, if appropriate.

Responsibilities of SCSW

1. Review the DCFS 304 Form and attachments for completeness and accuracy. If approved, initial and forward the DCFS 304 Form to the ARA for signature. If incomplete or inaccurate, return to the requestor for corrective action.

NOTE: The ARA is the final level of approval if the attendant is a volunteer or the child's relative. The RA's or his/her designee's **approval is required**, if the attendant is a CSW.

Responsibilities of ARA

1. Review the DCFS 304 Form and attachments for completeness and accuracy. If approved, sign on the line for ARA's signature. If the attendant is a CSW, forward the DCFS 304 Form to the RA for signature. If the attendant is not a CSW, forward the DCFS 304 Form to the Travel Coordinator for signature. If incomplete or inaccurate, return to the requestor for corrective action.

Responsibilities of RA

1. If the attendant is a CSW, review the DCFS 304 Form for completeness and accuracy. If approved, sign on the line for RA's signature and forward the DCFS 304 Form to the Travel Coordinator for signature. If incomplete or inaccurate, return to the CSW for corrective action.

Responsibilities of Deputy Director

Travel requests in which the flight cost per traveler exceeds \$800.00 require Deputy Director's approval and must be forwarded to the Bureau Office no less than 25 days in advance of the travel. Non-routine travel (e.g. court order that provides 30 days to perform the visit), need to be forwarded to the Bureau Office within three days of court notification. The court order must be attached to the request.

1. Review the DCFS 304 Form for completeness and accuracy. If approved, sign on the line for Deputy Director's signature and forward the DCFS 304 Form to the Travel Coordinator for signature. If incomplete or inaccurate, return to the CSW for corrective action.

Responsibilities of Travel Coordinator

1. Upon receipt of the approved DCFS 304 Form, review the form for completeness and accuracy. If approved, sign on the line for Travel Coordinator's signature and provide a copy of the DCFS 304 Form to the requestor. Work with staff and the County-approved Agency to make national and international travel reservations for air, rail, bus, car rentals, and hotel reservations.

To make a travel reservation, travel coordinators can go online at www.concursolutions.com or call the travel agent at (877) 454-8785 during normal business hours, and (800) 639-9368 for after-hours emergency assistance. There are no additional charges for changes or cancellations except for afterhours live agent transactions, which cost \$16. Normal hours are from 8:00 am to 5:00 pm Monday through Friday excluding holidays.

2. After booking travel arrangements, fax a copy of the approved DCFS 304 Form and itinerary to:

DCFS – Fiscal Operations Division
Accounting Services – Accounts Payable Unit
425 Shatto Place, Rm. 205
Los Angeles, CA 90020
Fax: (213) 427-6197

3. After booking travel arrangements, give the CSW the electronic ticket provided by the Agency.

NOTE: The Agency provides electronic tickets instead of paper tickets. Electronic tickets are generally emailed to the traveler/travel coordinator within two days of ticketing.

4. Notify the Agency if travel reservation is to be cancelled. To ensure that proper credit is issued, also notify the A-C of any cancellations at: CountyTravelManager@auditor.lacounty.gov.
5. Monitor cancelled refundable and non-refundable travel reservations. The Agency will refund the cost of refundable tickets, and may be able to obtain a partial refund or change non-refundable tickets for use by another traveler.

C. WHEN: REQUESTING TRAVEL AUTHORIZATION FOR DCFS INDEPENDENT LIVING PROGRAM (ILP) ELIGIBLE YOUTH

Travel authorization for ILP eligible youth is requested using the [Youth Development Services Division \(YDSD\) – Request for Funds \(RFF\) Form](#) for travel to locations outside Los Angeles and adjacent counties.

Responsibilities of Transition Coordinator

1. Confirm the youth's ILP eligibility and document the need before completing the YDSD – RFF Form. Forward the completed YDSD – RFF Form to the Program Manager for review and approval. The YDSD – RFF Form must be submitted and approved 10 days in advance of the youth's planned departure.

Responsibilities of Program Manager

1. Review the YDSD – RFF Form for completeness and accuracy. If approved, sign on the line for Program Manager's signature and forward the YDSD – RFF Form to the Travel Coordinator. If incomplete or inaccurate, return to the Transition Coordinator for corrective action.

Responsibilities of Travel Coordinator

1. Upon receipt of the approved YDSD – RFF Form, review the form for completeness and accuracy. If approved, provide a copy of the YDSD – RFF Form to the Program Manager. Work with staff and the County-approved Agency to make national and international travel reservations for air, rail, bus, car rentals, and hotel reservations.

To make a travel reservation, travel coordinators can go online at www.concursolutions.com or call the travel agent at (877) 454-8785 during normal business hours, and (800) 639-9368 for after-hours emergency assistance. There are no additional charges for changes or cancellations except for afterhours live agent transactions, which cost \$16. Normal hours are from 8:00 am to 5:00 pm Monday through Friday excluding holidays.

2. After booking travel arrangements, fax a copy of the approved YDSD – RFF Form and itinerary to:

DCFS – Fiscal Operations Division
Accounting Services – Accounts Payable Unit
425 Shatto Place, Rm. 205
Los Angeles, CA 90020
Fax: (213) 427-6197

3. After booking travel arrangements, give the Program Manager and the Case-Carrying CSW a copy of the itinerary for their file and the electronic ticket provided by the Agency.

NOTE: The Agency provides electronic tickets instead of paper tickets. Electronic tickets are generally emailed to the traveler/travel coordinator within two days of ticketing.

4. Notify the Agency if travel reservation is to be cancelled. To ensure that proper credit is issued, also notify the A-C of any cancellations at: CountyTravelManager@auditor.lacounty.gov. Return a copy of the completed YDSD – RFF Form to the Program Manager for filing in case folder.
5. Monitor cancelled refundable and non-refundable travel reservations. The Agency will refund the cost of refundable tickets, and may be able to obtain a partial refund or change non-refundable tickets for use by another traveler.

D. WHEN: RENTING A CAR FOR CASE-RELATED TRAVEL

Car rental requests for home visits will be reviewed on a case-by-case basis by the RA to determine the cost effectiveness of the rental.

Responsibilities of Staff Requesting Car Rental

1. Complete the Case-Related Travel Request Form ([DCFS 304 Form](#)), specify rental car option and forward to your immediate supervisor for review. The DCFS 304 Form must be submitted and approved 10 days in advance of planned departure.

(See Part B1 of this Management Directive to follow the steps in the approval process).

E. WHEN: REQUESTING A TRAVEL ADVANCE

A Travel Advance is a sum of money received prior to travel that is advance reimbursement for anticipated expenses, such as event registration, transportation, lodging, Capital City incidental expenses, and meals. The costs of specific categories may not exceed the amounts shown in the latest [Travel Expense Reimbursements](#) which are per day and per person allowances. The A-C issues updates for travel expense reimbursements, as necessary. The latest updates to these rates are effective February 1, 2015.

The qualifying length of travel for an advance is at minimum, three (3) days and two (2) nights. Any discrepancy between anticipated and actual expenses is corrected after travel through the Expense Claim Form.

NOTE: The Request for Travel Advance may be used for both the transportation of children and when attending a conference. In addition, the Request for Approval of Purchase Training should be used to pay for registration while the Request for Travel Advance is to be used for travel expenses.

Responsibilities of Staff Requesting a Travel Advance

1. Complete the Request for Travel Advance Form ([DCFS 875 Form](#)) no later than 8 business days before the warrant request date. Forward the DCFS 875 Form, along with a copy of the approved PS1-85 Form or DCFS 304 Form to the ARA/RA/Division Chief for approval.

Responsibilities of ARA/RA/Division Chief

1. Review the DCFS 875 Form and attachments for completeness and accuracy. If approved, sign on the line for ARA/RA/Division Chief's signature and forward a signed copy to the staff requesting the Travel Advance. Submit the original to the Finance Officer for final approval, no later than 7 working days in advance of the warrant request date to:

DCFS – Fiscal Operations Division
Accounting Services - Accounts Payable Unit
425 Shatto Place, Rm. 205
Los Angeles, CA 90020
Fax: (213) 427-6197

Responsibilities of Fiscal Operations Division Staff

1. Review the DCFS 875 Form for completeness and accuracy. Only 75% of the estimated travel expenses will be advanced to the traveler. The staff person requesting travel authorization will be called to pick up the Travel Advance warrant when the request has been processed.

F. WHEN: REQUESTING REIMBURSEMENT FOR TRAVEL EXPENSE

Reimbursement of travel expenses incurred by DCFS staff is claimed via the Expense Claim Form ([DCFS 95A Form](#)).

Responsibilities of DCFS Staff

1. Complete the DCFS 95A Form within two (2) weeks after the completion of the trip.
2. When a Travel Advance is received and the Expense Claim amount is larger than the amount of the Travel Advance, state on the DCFS 95A Form the difference between the two amounts and submit your claim for the balance.
3. When a Travel Advance is received and the Expense Claim amount is less than the amount of the Travel Advance, state on the DCFS 95A Form the difference between the two amounts and submit a check or money order for the difference, payable to the County of Los Angeles, DCFS, with your DCFS 95A Form.
4. When a Travel Advance is received and the Expense Claim amount is equal to the amount of the Travel Advance, indicate on the DCFS 95A Form that the travel expense was equal to the advance.

NOTE: Failure to submit to Fiscal Operations Division (FOD) an Expense Claim covering a trip within 30 calendar days after the DCFS 875 Form was received may result in a full deduction of amount advanced from staff's payroll warrant.

5. Only claim the dates approved on the Travel Request for lodging, meals, ground transportation, Capital City incidental expenses, parking, and porter expenses. The maximum allowable travel reimbursement rates are indicated on the [Travel Expense Reimbursements](#).
6. Attach a copy of the approved Travel Request and all original expense receipts to the DCFS 95A Form. When a receipt is not available, prepare a memo with the approval signature of the ARA/RA/Division Chief, containing a full explanation of the expense and the reason for the missing receipt.

NOTE: Original receipts are required for meals, transportation, parking, and lodging. Original receipts are also required for any training materials purchased at the training site whether paid by the County or traveler. Receipts must be submitted with the other required documentations within the required time frame. Meals are not allowed on one-day trips to adjacent counties. The Capital City allowance is only claimable to the extent incurred and the traveler must have been required, for business purposes, to be physically present in the capital or primary cities listed on the Travel Expense Reimbursements. The Board of Supervisors has authorized expansion for Capital City incidental expenses to other cities on a case-by-case basis, with approval by the A-C.

For purposes of determining eligibility for meal reimbursement, travel is considered to begin when the traveler departs his/her residence or office, and ends when the traveler arrives at his/her residence or office after the conclusion of the trip. To be reimbursed for the cost of meals, travel should begin by the following times:

Breakfast	6:00 a.m. or earlier
Lunch	11:00 a.m. or earlier
Dinner	5:00 p.m. or earlier

7. Forward the original DCFS 95A Form and attachments to the ARA/RA/Division Chief for approval. Retain copies for your files.

Responsibilities of ARA/RA/Division Chief

1. Review the DCFS 95A Form and attached original receipts for completeness and accuracy. If approved, sign on the line for ARA/RA/Division Chief's signature and forward the DCFS 95A Form to:

DCFS - Fiscal Operations Division
Accounting Services - Accounts Payable Unit
425 Shatto Place, Rm. 205
Los Angeles, CA 90020
Fax: (213) 427-6197

If not approved, return to the requestor for corrective action.

Responsibilities of Fiscal Operations Division Staff

1. Review the DCFS 95A Form and attachments for accuracy and completeness. If approved, process for payment. If incomplete or inaccurate, complete the [Return](#)

[Notice of Expense Claim Form](#) and return the DCFS 95A Form with all attachments to claimant for corrective action.

2. Process the approved DCFS 95A Form on-line through the electronic Countywide Accounting Purchasing System (eCAPS). The reimbursement warrant is issued by the A-C approximately two business days after all required eCAPS approvals are applied and will be mailed directly to staff by the A-C. However, the warrant can also be requested by the staff to be picked-up at FOD.

APPROVAL LEVELS

Section	Level	Forms
A. Administrative Travel	Immediate Supervisor, ARA/RA/Division Chief, Deputy Director, Bureau Chief of Finance and Administration, Department Head, and Travel Coordinator	Administrative Travel Request (ATR) Form (PS1-85 Form)
B. Case-Related Travel	SCSW, ARA, RA (if applicable), Deputy Director (if applicable), and Travel Coordinator	Case-Related Travel Request Form (DCFS 304 Form)
C. DCFS ILP Eligible Youth	Transition Coordinator, Program Manager, and Travel Coordinator	YDSD – RFF Form
D. Car Rental for Case-Related Travel	SCSW, ARA, RA (if applicable), Deputy Director (if applicable), and Travel Coordinator	Case-Related Travel Request Form (DCFS 304 Form)
E. Travel Advance	ARA/RA/Division Chief	Request for Travel Advance Form (DCFS 875 Form)
F. Travel Expense	ARA/RA/Division Chief	Expense Claim Form (DCFS 95A)

OTHER FORMS

1. A-C Letter regarding New County Travel Services Program
2. Request for Approval of Purchased Training Form (PTR Form)
3. Procurement Request Form (DCFS 250 Form)
4. A-C Letter regarding Travel Expense Reimbursements
5. Return Notice of Expense Claim Form

LINKS

A-C Travel Policy & Resources <http://travel.auditor.lacounty.gov>.

County Fiscal Manual

<http://auditorweb.co.la.ca.us/FileDownload.aspx?FileID=969>

California Code

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Division 31 Regulations

<http://www.cdss.ca.gov/ord/PG309.htm>

Title 22 Regulations

<http://www.dss.cahwnet.gov/ord/PG295.htm>

RELATED POLICIES

Interstate Compact on the Placement of Children (ICPC) [Procedural Guide 0100-525.10](#)

Placing Children Out of the Country [Procedural Guide 0100-525.11](#)

Out-of-County Placements [Procedural Guide 0100-510.46](#)

Vacation Requests [Procedural Guide 0300-503.80](#)