


CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 05
SECTION Training and Travel		DESCRIPTION Training Registration/Overnight Travel	
WRITTEN BY Michael Vizena, M.B.A. Executive Director	REVISED BY Emma Brandt, MBA Chief Financial Officer	AUTHORIZED BY  3/16/23 Lauren Emmons, ACSW, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) adheres to the Lapeer County policies and procedures for all who attend training and conferences.

STANDARDS:

The following practices relate to time charged for staff attending conferences or agency-sponsored activities:

- A. Travel time to and from conferences and events is credited as time worked as long as it occurs on the day of the scheduled conference, training, or activity.
- B. In no case may time charged for conference / training attendance (including travel time as outlined above) exceed eight hours per day, except as detailed in "c" below.
- C. In cases where staff are providing overnight mentoring or supervision of persons served attending agency-approved trainings or service activities, staff receives eight hours of work adjustment time (WAT) in addition to eight hours of time-worked.

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- D. Staff do not receive credit for time worked or WAT for travel or attendance at conferences or workshops occurring on the weekend, except related to mentoring or supervision of persons served as detailed in “c” above.
- E. Staff attending agency-approved conferences and events occurring on paid holidays receive up to eight hours of WAT. Staff providing overnight mentoring or supervision of persons served attending agency-approved conferences and events occurring on paid holidays receive sixteen hours of WAT.
- F. Rides are shared except by prior approval from the Chief Executive Officer (CEO).
- G. Transportation is reimbursed according to the most reasonable, economical mode of travel. Travel expense vouchers must be submitted to the LCCMH Finance Department by the end of the month following travel.

PROCEDURES:

- A. Staff complete the Lapeer County “Training Registration / Overnight Travel” (TR/O) form to request training or conference attendance.
- B. Staff submit the completed form, along with a copy of the conference agenda, to their immediate supervisor, who reviews it for approval. If approved at the supervisory level, the supervisor forwards the form to the CEO.
- C. The CEO forwards requests for travel to the County Controller/Administrator at least fifteen days prior to the travel date. Refer to the Travel and Registration Voucher Process (located in the shared network templates folder) for step by step travel request instructions.
- D. When travel is approved, staff are responsible for their own registration and travel arrangements.
- E. Request for reimbursement of out-of-pocket expenses is done on the County “Travel Expense Voucher” form. Original and itemized or detailed receipts are required for reimbursement of all expenses. Failure to submit itemized receipts can result in reimbursement denial. Expenses for alcoholic beverages and tips are not reimbursable.

REFERENCES:

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County of Lapeer Travel and Training Policy dated 06/17/2021
Travel and Registration Voucher Process

EB:mgr

This policy supersedes
#01/04007 dated 01/20/2004.
