

CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 05
SECTION Training and Travel		DESCRIPTION Training Registration and Overnight Travel	
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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 LCCMH guidelines for all who attend training and conferences.

STANDARDS:

- 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 exceed eight hours per day, except in cases where non-exempt staff are providing overnight mentoring or supervision of persons served attending agency-approved trainings or service activities. In these cases, staff receives eight hours of work adjustment time (WAT) in addition to eight hours of time worked. See LCCMH Policy 05.001.85 Work Adjustment Time.
- C. 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.
- D. Non-exempt staff attending agency-approved conferences and events occurring on paid holidays receive up to eight hours of WAT. Staff providing overnight

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mentoring or supervision of persons served attending agency-approved conferences and events occurring on paid holidays receive sixteen hours of WAT.

- E. Rides are shared except by prior approval from the Chief Executive Officer (CEO).
- F. 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 prior to the training date. Training requests not submitted in the required timeline are subject to denial.
- B. Staff submit the completed form and a copy of the conference agenda to their immediate supervisor for approval. If approved at the supervisory level, the supervisor forwards the form to the CEO at least three weeks prior to the training date.
- C. If the TR/O does not require overnight travel and has CEO approval, the TR/O is returned to staff.
- D. If the TR/O requires overnight travel, the CEO forwards requests 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.
- E. When the TR/O is approved, staff are responsible for coordinating their own registration and travel arrangements.
- F. Request for reimbursement of out-of-pocket expenses is done on the County “Travel Expense Voucher” form after the training occurs. Itemized receipts are required for reimbursement of approved expenses. Failure to submit itemized receipts can result in reimbursement denial. Expenses for alcoholic beverages

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and tips are not reimbursable. See LCCMH Policy 05.002.20 Travel Reimbursement.

DEFINITION:

Non-exempt employees: Employees who are governed by the Fair Labor Standards Act (FLSA) and the collective bargaining agreement (CBA) negotiated between the union and the employer.

REFERENCES:

County of Lapeer Travel and Training Policy
Travel and Registration Voucher Process
LCCMH Policy 05.001.85 Work Adjustment Time
LCCMH Policy 05.002.20 Travel Reimbursement

EB:lr

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