

Memo

To: DCS Staff
From: M.B. Lippold, Deputy Director, Staff Development
Date: August 1, 2011
Re: Lodging Reservations

Lodging Reservations For Staff Development Training Including New Cohort Training, New Supervisor Training and Practice Reform Training (Supervisor Training and TEAPI Skill Development Training)

Effective immediately, Staff Development will be responsible for arranging lodging reservations for those individuals who are attending a training sponsored by Staff Development (trainings listed above) and who would like to have a direct billing for the room(s) needed based on established travel policy.

In addition, the following guidelines will be in effect:

- 1) Any reservation requests must be made a minimum of one week (five business days) in advance. Reservations after this time frame will not be made by Staff Development (individuals can still follow the State travel policy and make their own reservations, pay for lodging and submit for reimbursement providing that the lodging allotment is not exceeded).
- 2) All requests for reservations must include the following information. Staff Development will not process requests without this complete information.
 - a. Full name (that used for payroll purposes)
 - b. Base County
 - c. Name of Training – Location of Training – Days of Training
 - d. Date(s) They Need Lodging For
- 3) Emails with this information should be sent to Shirley Gollmer at the IU School of Social Work; Her email address is: shmpadge@iupui.edu; 317-278-9804. Ms. Gollmer has 48 hours (2 business days) to process these requests, please do not contact her prior to that time. Ms. Gollmer will not be responsible for making direct bill reservations unless all of the above information is provided to her five (5) business days prior to the first evening that lodging is required.

All Other Lodging Needs Related To Outside Training, Meetings, Child Visitation Or Other Work Related Reasons

Effective immediately, DCS staff will be responsibility for arranging lodging reservations when traveling on DCS business to outside trainings, meetings, child visits, or other work related reasons.

DCS shall follow state travel guidelines outlined in the DCS Travel Bulletin and additionally adhere to the following:

- 1) DCS staff will seek permission of their supervisor to determine if lodging is necessary to conduct the business.
- 2) The staff person shall contact the hotel that best suits their lodging needs, identify that they need to be billed the state rate, not to exceed the allowable state rate.
- 3) DCS staff person will cover the costs of lodging and submit the receipt for reimbursement according to the DCS travel bulletin.

This does not change the process for establishing out-of-state travel.