To: DCS Staff
From: James W. Payne, Director
Date: March 19, 2012
Re: Direct Bill and Lodging Reservations

Lodging Reservations and Direct Bill For Staff Development Training:

New Cohort Training, New Supervisor CORE Training and New Director Leadership Training

Effective immediately, Staff Development will be responsible for arranging lodging reservations for those individuals who are attending new cohort training, new supervisor CORE training, or new director leadership training 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 apply:

1) 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 a claim for reimbursement providing that the state 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 so she can arrange the lodging; Her email address is: shmpadge@iupui.edu; 317-278-9804.

All Other Lodging Needs Related To:

External Training or Other DCS Training, Meetings, Child Visitation Or Other Work Related Reasons
Effective immediately, DCS staff will be responsible for arranging their own lodging reservations when traveling on DCS business for external trainings (approved through General Administrative Policy11) or other DCS trainings, meetings, child visits, or other work related reasons.

DCS will 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) Make reservations and stay in a Jameson Inn if one is available (See separate memo).

2) If a Jameson Inn is not available, 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.