



Eric Holcomb, Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

October 26, 2023

TO: Matthew Wolf, Director *Madeline Venable*
State Budget Agency

Rebecca Holwerda, Commissioner
Department of Administration

THRU: Shawn McMahan, Administrative Services Director
Family and Social Services Administration

FROM: Angela Mckeever, Travel Director
Family and Social Services Administration

SUBJECT: Blanket SOF Travel Approval for FY 2024

The Family and Social Services Administration (FSSA) oversees the following hospitals:

- Evansville Psychiatric Children's Center
- Evansville State Hospital
- Logansport State Hospital
- Madison State Hospital
- Richmond State Hospital
- Neuro-Diagnostic Institute

Based on these FSSA Hospitals' operational requirements consideration is given to accommodate the hardship of requiring standard out of state pre-travel event approval when hospital employees are traveling outside of Indiana into bordering states and returning same-day while conducting the following duties:

- Patient Transport & Staff Transport
- Patient Discharge
- Maintenance Parts Transport



Exception is granted to the IDOA Travel Policy, allowing designated state employees to travel in compliance with FSSA's internal travel policy. The following positions are impacted:

- Auto Mechanic
- Behavioral Health Recovery Staff
- Chaplain
- Charge Nurse
- Clinical Nursing Staff
- Community Integration
- Community Services Staff
- Continuum of Care
- Driver
- Laborer
- LPN
- Maintenance Staff
- Mental Health Administrator
- Nurse
- Nurse Practitioner
- Nurse Supervisor
- Nursing Director
- Occupational Therapist
- Physical Plant Director
- Psychiatric Staff
- Psychologist
- Rehab Staff
- Security Staff
- Social Worker
- Special Attendant Staff
- Steam Plant Staff
- Substance Abuse Staff
- Transitional Care Staff
- Warehouse Supervisor

Travelers that qualify under this exception are allowed to claim the following expenses when necessary and in compliance with the IDOA Travel Policy: mileage, parking, tolls, and fuel in connection to rental vehicles. State owned vehicles will be utilized when available. If there are no state owned vehicle options; a rental vehicle through the State's QPA or mileage reimbursement using a personal vehicle are appropriate based on the most economical option. Non-State employee passengers must comply with Vehicle Fleet Management Policy Section V, B and may require State Form 53845 Waiver of Liability to be completed prior to travel.

This exception letter is valid for Fiscal Year 2024. A new exception letter will need to be submitted by June 1, 2024 for evaluation for the 2025 fiscal year.