


STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES Division of Public Assistance POLICY & PROCEDURE MANUAL	SECTION: Travel	Number: 600	Page: 1
	SUBJECT: Travel Restrictions FY09 SUPERCEDES NUMBER/PAGE: Old P&P and SOP Manuals		
	APPROVED: 	DATE: 2/6/09	

PURPOSE:

To outline the travel procedures per the Governor's direction.

POLICY:

- A. Effective January 23, 2009 the Governor has directed all departments to curtail travel wherever possible to reduce the state expenses for the current fiscal year of 2009.
- B. Travel arrangements prior to January 23, 2009 will not be cancelled. Please proceed with all travel plans that were approved prior to January 23, 2009.
- C. All in-state travel will be reviewed and approved by the Section Chief and Director of the Division of Public Assistance (DPA).
- D. All out-of-state travel will be reviewed and approved by the Section Chief, Division Director of DPA and the Commissioner of Health and Social Services.
- E. The division will follow the guidelines in the attached Memorandum from Alison Elgee dated January 27, 2009 regarding "travel review and restrictions".

RESPONSIBILITIES:

- A. All in-state travel needs to be reviewed and approved by the Section Chief before seeking the Director's approval. The Section Chiefs will ensure that the Travel Request form clearly identifies the criteria listed in the outline below. If the section chief decides not to approve the travel, they will communicate why it was denied to the requestor. If the Section Chief decides to approve the travel, they will submit the request to the Administrative Assistant II (AA II) in Juneau who will track and seek the approval of the Director. Once approved or denied by the Director it will be returned to the Section Chief and requestor.
- B. All out-of-state travel needs to be reviewed and approved by the Section Chief before seeking the Director's and Commissioner's approval. The Section Chiefs will ensure that the justification memorandum clearly identifies the criteria in the outline below. If the Section Chief decides not to approve the travel, they will communicate why it was denied to the requestor. If the Section Chief decides to approve the travel, they will submit the request and all documentation to the AA II who will track and seek the approval of the Director. The travel request will then be routed to the Commissioner for approval and will be returned to the Director, Section Chief and requestor after the final determination.

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	Old P&P and SOP Manuals		
	APPROVED:		DATE:

PROCEDURES:

A. All in-state travel being requested will include a Travel Request form with justification provided on the form. In the justification one or more of the below criteria needs to be identified.

1. Travel must be necessary to perform the duties of the job in providing direct services, technical assistance to providers, or some other element of the job that benefits from having a personal presence.
2. Travel to attend meetings: Need to participate in video or teleconference when possible. Travel should be approved if traveler can couple meeting attendance with other job responsibilities such as those listed in item #1 above.
3. Travel to attend conferences: Should only be approved when attendance is necessary because of participation in the actual delivery of conference activities, or the ability to meet with conference participants that will substitute for future travel demands. Where conference attendance is deemed important to the on-going operations of the division, be judicious in determining the number of staff necessary to attend any one event.

If the Section Chief approves of the travel he/she will initial off on the Travel Request Form. It will then be submitted to the AA II in Juneau who will then seek the approval of the Director. After the Director either approves or denies the travel, the AA II will return the form and the memo to the Section Chief and requestor.

B. All out-state travel being requested will include a Travel Request form and justification memorandum. The justification memorandum needs to be addressed to the Division Director, thru the Section Chief and from the Supervisor. The Administrative Officer I (AO I) will prepare the necessary documentation for the Commissioner's approval. A sample justification memorandum for the Director's approval is attached. In the justification memo one or more of the below criteria needs to be identified.

1. Travel that is to be funded by a source other than State General Funds will be approved.
2. Travel for training that is critical to the individual's performance of job responsibilities, it can not be obtained elsewhere, and is time sensitive, will be approved.
3. Travel that is necessary to represent the state in meetings for the development of Federal policy will be approved.
4. Travel for training that can be postponed, or to participate in a national conference without specific benefit to state job responsibilities will not be approved.

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If the Section Chief approves of the travel he/she will initial off on the Travel Request form and justification and submit it to the AO I in Juneau who will then seek the approval of the Director and Commissioner. Once final determination has been made the documents will be returned to the requestor and Section Chief.

ATTACHMENTS:

- A. Memorandum from Alison Elgee dated January 27, 2009
- B. Travel Request form
- C. Template of Out-of-State memorandum to the Director
- D. Sample of Out-of-State justification memorandum & documents to the Director

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

**OFFICE OF THE COMMISSIONER
FINANCE AND MANAGEMENT SERVICES**

SARAH PALIN, GOVERNOR

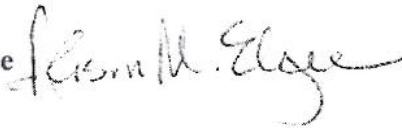
P. O. Box 110650
Juneau, AK 99811-0650
Phone: (907) 465-3082
Fax: (907) 465-2499

MEMORANDUM

DATE: January 27, 2009

TO: H&SS Leadership

FROM: Alison Elgee



SUBJECT: travel review and restrictions

The Governor's office has directed us to curtail travel wherever possible to reduce the state expenses for the current fiscal year. The following guidelines are meant to address this request.

Travel arrangements made prior to Jan. 23, 2009. Please proceed with all travel planned prior to the announcement of the travel restrictions. Cancellations generally carry a cost that we do not wish to incur.

For future travel: Directors will have the discretion to review and approve all in-state travel requests for their divisions. Out-of-state travel will require the review and approval of the appropriate Deputy Commissioner/Commissioner for your division.

In-State travel review should use the following criteria:

- Is the travel necessary to perform the duties of the job in providing direct services, technical assistance to providers, or some other element of the job that benefits from personal presence? This travel should be approved.
- For travel that is to attend meetings, can the individual participate via video or teleconference? This travel should only be approved if the traveler can couple meeting attendance with other job responsibilities as described in #1.
- Travel to attend conferences. Conferences provide a wonderful networking opportunity for individuals. However, due to the restrictions we have been asked to impose on state travel, conference attendance should only be approved where the attendance is necessary

because the traveler is participating in actual delivery of conference activities, or the ability to meet with conference participants will substitute for future travel demands. Where conference attendance is deemed important to the on-going operations of the division, please be judicious in determining the number of staff necessary to attend any one event.

Out-of-State travel review criteria:

- Is the need for out-of-state travel being paid for by someone other than the State of Alaska, or is it being supported by a fund source other than State General Funds? If the travel meets all other public purpose kind of reviews, then it will be approved.
- Is the travel for training critical to the individual's performance of job responsibilities? Is it training that cannot be obtained elsewhere? Is the training time-sensitive, i.e. is it important that the training occur as soon as possible? If the answers to these questions is yes, then travel will be approved.
- Is the travel necessary to represent the state in meetings for the development of federal policy? Travel will be approved.
- If the travel is for training that can be postponed, or to participate in a national conference without specific benefit to state job responsibilities, the travel request will not be approved.

Please contact me you have any additional questions regarding travel restrictions and review policy.

Cc: II&SS Admin Managers

TRAVEL AUTHORIZATION				State of Alaska		TRAVEL AUTHORIZATION NO.		DATE		
NAME OF TRAVELER				TITLE						
EMPLOYEE RESIDENCE ADDRESS				CITY		STATE		ZIP CODE		
DEPARTMENT		DIVISION		BARGAINING UNIT		WORK STATION				
PURPOSE OF TRIP										
PVN		ESTIMATED COSTS	TRANSPORTATION		PER DIEM		OTHER		CAR RENTAL APPROVAL	
ITINERARY	FROM		DEPARTURE DATE/TIME			TO		RETURN DATE/TIME		
APPROVALS	DIVISION (IN STATE)		DATE		DEPARTMENT (OUT OF STATE)		DATE		GOVERNOR (OUT OF COUNTRY ONLY)	
ACTUAL COSTS										
DATE	EXPLANATION			MILES X RATE	MILEAGE OR CASH FARE	PER DIEM, OR LODGING		M&IE	OTHER	
CLAIMANT'S CERTIFICATION: The facts stated herein or on supporting documents are correct and in accordance with established travel regulations, and unused tickets were returned.				SUBTOTALS THIS PAGE		\$0.00		\$0.00		\$0.00
CLAIMANT'S SIGNATURE: _____				PAGE 1 OF ____ PAGES		TOTAL \$0.00 TOTAL PAGE 2 \$0.00 TOTAL TA PAGES \$0.00 TOTAL TERF \$0.00				
APPROVAL SIGNATURE: _____ DATE _____										
_____ DATE _____										
CTA, STR, WRNT OR TRIP TICKET NO.		ISSUED TO		AMOUNT				DATE		TRAVEL ADVANCE REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO \$
		(CTS #)						FINAL PAYMENT		
								WARRANT # \$0.00		
AMOUNT	SY	CC	PGM	LC		ACCT		COMMENTS		

For additional Financial Coding lines go to Continuation Sheet.

\$0.00
Projected Travel Expense

TA Prepared By (Name and Phone)

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

SARAH PALIN, GOVERNOR

P.O. BOX 110640
JUNEAU, ALASKA 99811-0640
PHONE: (907) 465-3347
FAX: (907) 465-5154

MEMORANDUM

DATE: (Month day, year)

TO: Ellie Fitzjarrald, Director

Thru: _____, Section Chief

FROM: _____, Requestor

SUBJECT: Out of State Travel Request

I request approval to participate in the (meeting/conference/training) to be held (dates) in (location). (Purpose of the trip. Be sure to follow the DPA's Internal Policy & Procedures in identifying the purpose of the trip.)

Travel expenses (If an outside entity will be paying for travel, identify the entity here. Or if travel is being supported by a fund source other than State General Funds, identify those funds here) will be \$xxx.xx. including airfare, hotel, mileage to/from airport, taxi fare, airport parking fees, and per diem of \$xx/day. Budget code is xxxxxxxx.

Thank you for your consideration of this request. Please let me know if you have any question I may answer.

_____ Approved

_____ Disapproved

Ellie Fitzjarrald, Director

Date:

Enclosures (as)

Examples:

Agenda
Travel Authorization form
Email Documentation
Flight/Hotel details

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

SARAH PALIN, GOVERNOR

CONTRACTED SERVICES
QUALITY ASSURANCE
3601 C STREET, SUITE 200
P.O. BOX 240249
ANCHORAGE, ALASKA 99524-0249
PHONE: (907) 269-7873
FAX: (907) 269-1062

MEMORANDUM

DATE: November 24, 2008

TO: Ellie Fitzjarrald
Director, DPA

THRU: [REDACTED]

FROM: [REDACTED]

SUBJECT: Out of State Travel Request -- Boise Evaluation Committee

I request approval to participate in the Idaho evaluation committee to be held December 10 - 14, 2008 in Boise, Idaho, a state that monitors work services contracts very closely. Specifically I will attend the meeting in Boise, ID to evaluate a request for a proposal for enhanced work services. It will be an excellent opportunity to actively participate in their method of quarterly monitoring of contracts on a first-hand basis and how it applies and/or may enhance our work services contracts within SOA.

Travel expenses are paid for by the State of Idaho, including airfare, hotel, mileage to/from airport, taxi fare, airport parking fees, and per diem of \$49/day. In accordance with our SU Bargaining Unit, SOA costs will be the difference in the per diem rate of \$60 vs their \$49, for a total of \$77 for the travel dates of December 9 - 15, 2008. Budget code is 06216433.

E-correspondence and their approved travel to cover my expenses are attached.

Thank you for your consideration of this request. Please let me know if you have any questions I may answer.

Approved: Ellie Fitzjarrald
Ellie Fitzjarrald

11/25/08
Date

Enclosures (as) Contingent upon
IDB approval to pay
travel

AGENDA

FWS RFP Evaluation Team

December 10-13, 2008

9th floor conf room, PTC

8am – noon Evaluate Requests for Proposal

Lunch on own

1-5 pm Evaluate Requests for Proposal

FA Prepared By (Name and Phone)

[REDACTED] (HSS)

From: [REDACTED] (HSS)
Sent: Tuesday, October 28, 2008 2:48 PM
To: [REDACTED] (HSS)
Subject: FW: participation on the evaluation committee for Idaho

Here's the request

From: [REDACTED] (HSS)
Sent: Tuesday, October 28, 2008 10:07 AM
To: [REDACTED] (SS)
Subject: FW: participation on the evaluation committee for Idaho

Here is the e-mail regarding Idaho's request for help with their PEC. I checked my notes from the last TANF Directors meeting in Region X and Idaho is the state that monitors their work services contracts very closely. They do reviews quarterly and pull a sample from around the state. The contractors were meeting twice a year to share best practices. They also were meeting monthly with contractors to discuss any families reaching the 12 month mark. Their program is much more stringent than ours, the caseload is small and families don't stay on long – most for only 4 months. Basically if they go to work, they become over income for the program, and if they don't comply with the work requirements by participating immediately, their case is closed. I don't think we want to follow a lot of their rules, but their method for monitoring contractors might be enlightening. Of course, now with only one contractor, their methods might be changing.

Thanks for checking on [REDACTED] availability. Once I hear back from you, I will reply to [REDACTED]

From: [REDACTED]
Sent: Friday, October 24, 2008 6:57 AM
To: [REDACTED]
Subject: RE: participation on the evaluation committee for Idaho

Thanks [REDACTED]. We have had to change the date of the bidders conference and will not be holding it until Wed. I will be out of the office Oct 30th through Nov 3 and would really like to know if someone from Alaska is available to help us before Wed. If we have an inkling of whether Maximus will bid on Wed, I will shoot you an e-mail and let you know.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] 56
[REDACTED]

"Not finance. Not strategy. Not technology. It is team work that remains the ultimate competitive advantage, both because it is so powerful and so rare."

Patrick Lencioni

From: [REDACTED]

11/24/2008

Sent: Thursday, October 23, 2008 6:35 PM

To: [REDACTED]

Subject: RE: participation on the evaluation committee for Idaho

Hi [REDACTED] I just wanted to let you know that I got your message and I am checking if we have someone available to help you out. I should be able to get back to you early next week. Maybe by then you will know if Maximus is going to bid.

I'll be in touch soon.

Carolyn Spalding

Chief of Policy and Program Development

Alaska Division of Public Assistance

(907) 458-7330

My new e-mail address is carolyn.spalding@alaska.gov

From: [REDACTED]

Sent: Monday, October 20, 2008 8:34 AM

To: [REDACTED]

Cc: [REDACTED]

Subject: participation on the evaluation committee for Idaho

[REDACTED] It was nice talking to you. The exact dates that we would need to have someone from Alaska serve on the evaluation committee are December 10, 11, and 12. We would send copies of the bids for the individual to review the week prior to this meeting. As I said in my message, we would be happy to pay transportation, lodging and per diem for the trip. I also understand that since Maximus is one of your EVIS contractors, it would be a conflict of interest for a representative from Alaska to serve on the committee if Maximus submits a bid. We should probably have a pretty good idea of whether Maximus is interested in bidding after Monday of next week since that is the date of the bidders conference. Let me know if these dates work.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

"Not finance. Not strategy. Not technology. It is team work that remains the ultimate competitive advantage, both because it is so powerful and so rare."

Patrick Lencioni

The information contained in this email may be privileged, confidential or otherwise protected from disclosure. All persons are advised that they may face penalties under state and federal law for sharing this information with unauthorized individuals. If you received this email in error, please reply to the sender that you have received this information in error. Also, please delete this email after replying to the sender. The information contained in this email may be privileged, confidential or otherwise protected from disclosure. All persons are advised that they may face penalties under state and federal law for sharing this information with unauthorized individuals. If you received this email in error, please reply to the sender that you have received this information in error. Also, please delete this email after replying to the sender.

11/24/2008

STATE OF IDAHO
DEPARTMENT OF HEALTH AND WELFARE
REQUEST FOR APPROVAL -- OUT-OF-STATE TRAVEL

LOG NO. _____		DATE: Nov 24 2008	
TO: To: RICHARD M. ARMSTRONG, Director, Idaho Department of Health and Welfare			
SUBJECT: Out of State Travel to		Boise, ID and return.	
1. Name of Traveler:	_____		Division: SR
2. Conference, Meeting, etc., to be Attended:	SR Evaluation Team		
3. Names of Other Department Employees Attending (if known):	none		
4. Justification for Attendance (e.g. what is the expected value to the State?) Submit an agenda of the event with this request. _____ will participate on an RFP evaluation team for EWS Services for the SR Division			
If Travel is for training, complete the Employee Training Request and Authorization form			
5. Meeting or Conference Dates:	From: Dec 10 2008	To: Dec 13 2008	
6. Travel Time	Date of Departure: 9-Dec	Date of Return: Dec 14 2008	
7. Means of Transportation:	commercial air	Personal Car >	Miles @
8. ESTIMATED COST OF TRAVEL Begin Here >		Transportation	\$ 800.00
Each type of expense must be included in the estimates. If an expense is not included, a revised Out-of-State Travel form must be submitted and be approved before any reimbursement is made to the traveler.	5. Nights @ \$ 99.00	Hotel	\$ 495.00
	6. Days @ \$ 39.00	Per Diem	\$ 234.00
		Registration	\$ -
		Car Rental	\$ -
		Miscellaneous	\$ 80.00
List Items Here > TAXI, SHUTTLE, AIRPORT PARKING		TOTAL	\$ 1,609.00
9. Is another Agency (Federal or State) reimbursing costs for this trip? If yes, Enter Agency Name Here >		PCA >	31349
10. Recommended by (Supervisor) Signature: _____			
11. Approved by (Division Administrator) Signature: _____			
12. Director, Department of Health and Welfare Signature: _____		Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Send Original to the Director, Department of Health and Welfare. Original will be returned to you.
 Attach a copy of the approved form with your Travel Voucher and/or P-Card Transmittal.

Welcome, Marilyn!
 Priority Access member - [View benefits](#)
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Flight Details

1 Review trip details

1 traveler, round-trip (5 days, 4 nights) [More flight details](#)

Total airfare, taxes and fees: **\$666.30**

Act fast! Only 4 tickets left at this price!

Price Assurance Get our lowest fare or an automatic cash refund.

Wed, Dec 10 <i>Tue 12/9</i>	Depart: 11:30 am	Anchorage, AK (ANC)	Alaska Airlines 84	2+ stops
	Arrive: 8:59 pm	Boise, ID (BOI)	Alaska Airlines 76	
			Alaska Airlines 2398	
			<small>operated by Horizon Air</small>	
Sun, Dec 14	Depart: 7:30 am	Boise, ID (BOI)	Alaska Airlines 2269	1 stop
	Arrive: 12:40 pm	Anchorage, AK (ANC)	<small>operated by Horizon Air</small>	
			Alaska Airlines 87	

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E-mail address Password
 pabcockm@clw.idaho.gov ☐ Remember my e-mail address when I return.
[Forgot your password?](#)

[Sign in](#)

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Traveler
 Adult First/given name M.I. Last name/surname Suffix

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\$1,151 total

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AAA



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Idaho - FY 09

(October 1, 2008 through September 30, 2009)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of \$70.00 for lodging and \$39.00 for meals and incidental expenses (M&IE).

[State Tax Rates & Exemption Forms](#)[Properties at Per Diem \(FedRooms\)](#)

View a state map with highlighted areas showing where rates listed below apply. Standard CONUS rates apply elsewhere.

[Select another State](#)

Primary Destination	County	Max Lodging (incl. taxes)	M&IE Rate	Max Per Diem Rate	First & Last Day (10% of M&IE)
Boise	Ada	86	49	135	36.75
Coeur d'Alene (October 1 - June 30)	Kootenai	75	59	134	44.25
Coeur d'Alene (July 1 - August 31)	Kootenai	109	59	168	44.25
Coeur d'Alene (September 1 - September 30)	Kootenai	75	59	134	44.25
Sun Valley / Ketchum	Blaine	84	59	143	44.25
Twin Falls	Twin Falls	86	39	125	29.25

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