

# Out-of-State Travel Report

**MAP No. 30-9**

**Effective Date: July 23, 1993**

**Supersedes MAP No. 30-9**

**Dated: September 25, 1993**

## **State of Alaska**

**Department of Health & Social Services**

**Division of Public Assistance**

**FIELD SERVICES**

**MANAGEMENT ADMINISTRATIVE PROCEDURES**

Approved by:

*Rebecca Eames*

Chief of Field Services

Date: July 23, 1993

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## **PURPOSE**

*To establish proper policy and procedure for timely submission of out-of-state trip reports.*

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## **BACKGROUND**

It is necessary to provide guidelines formatting an appropriate out of state trip report because these reports are routed to officials outside the Division and should reflect the cost effectiveness and benefit of the trip.

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## **PROCEDURES**

1. Out-of-state trip reports are to be completed by each individual traveler within 5 days of returning to his/her duty station. Reports are to be in the form of a memorandum, addressed to the Commissioner, through the Deputy Commissioner. Reports will not be submitted directly to the Commissioner but to the Chief of Field Operations. Include as "cc's" the Director of DPA, the Chief of Field Operations, and the appropriate Regional Manager. Distribution of these cc's will be made by Field Operations. See attached example.
2. Extend a professional image throughout the report by using correct grammar and punctuation, and use the following guideline when completing all trip reports. Do not use item headings.

### **A. Itinerary**

Include the city and state of destination and the actual dates of departure and return to duty station.

### **B. Purpose of Trip**

Include here the specific agenda of the event, the reason why the trip was necessary, and what the anticipated outcome or value of this trip would be. Include the nature of the event, i.e. training, conference, site visit/review.

### **C. Summary/Analysis**

This section is very important and should encompass the accomplishments of your participation in the event. Summarize who you met with, the subject of discussions, material/information covered by speakers

or other participants to this event, and what kind of participation was expected/provided by you. Describe how the information learned on this trip will apply to your area of responsibility and benefit the agency in meeting or exceeding goals. Would you recommend that the Division consider sending other staff to future events?

Be sure to focus on what was learned, how it will affect your job, what effect if any it will have on people or sections other than your own, and how you will share your knowledge with Division personnel – management and peers.

### **3. Caveat**

Sometimes what you leave out of a report is as important as what you include.

- A. A “thank-you” for the trip should not be included.
- B. Do not include comments about the food, fun, or parties attended or mention other staff who are also attending the event.
- C. Do not include comments about the weather or mention activities, such as sightseeing, which are not directly related to the purpose of the trip.
- D. Information or comments about additional leave which may have been approved in conjunction with the official trip should not be included as part of your report.