# Client Travel Approval Quick Reference Guide

- All caregiver transportation reimbursement follows [Caregiver Transportation Reimbursement policy](#).
- For all Client Travel Approval follow [Client Travel Approvals policy](#).
- Travel with costs that exceed $300 must be reviewed by the Area Administrator or designee.

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<th>Travel Type</th>
<th>Required Approval</th>
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| Child travel in-state\(^1\), out-of-state\(^2\) Has no cost to State of Washington, Meets the Prudent Parenting Standard per Caregiver Guidelines for Foster Child Activities, Less than 72 Hours | Not Required      | • None, if planned travel is consistent with court order or court order does not address travel.  
• [Client Travel Approvals policy](#). |  
| Child in-state\(^1\) or out-of-state travel Over 72 hours                   | Supervisor        | • Case note by worker documenting caregiver’s travel notification  
• Case note by worker documenting parent notification.  
• Cleared background check if supervising adult is not the current caregiver or parent.  
• Court order authorizing planned travel, if planned travel is not consistent with court order.  
• Completed and approved [Child Welfare Travel Authorization DCYF 03-478 form if there is a cost to DCYF.](#) |  
| All children being placed out-of-state\(^2\) through ICPC for any length of time | Regional Administrator | • Approved ICPC Placement Request  
• [ICPI Placement Request 15-092](#) |
| Child travel to border² territories in **Canada**  
| **Over 72 hours** | Area Administrator or designee | • Case note by worker documenting caregiver’s travel notification  
| | | • Case note by worker documenting parent’s written approval. Cleared background check if supervising adult is not the current caregiver or parent.  
| | | • Specific court order allowing travel to Canada.  
| | | • Completed and approved [Child Welfare Travel Authorization DCYF 03-478](#) form if there is a cost to DCYF. |
| Child **out-of-country³** travel for  
| **Any length of time** | Regional Administrator | • Case note by worker documenting caregiver’s travel notification  
| | | • Case note by worker documenting parent’s written approval.  
| | | • Specific court order allowing travel.  
| | | • Consulate requirements/documents specific to travel.  
| | | • Cleared background check if supervising adult is not the current caregiver or parent.  
| | | • Complete and approved [Child Welfare Travel Authorization DCYF 03-478](#) form if there is a cost to DCYF. |
| In-State travel for youth age **18 and older** in  
| **Extended Foster Care**  
| **Over 72 hours** | Assigned Caseworker | • Case note by worker documenting youth’s notification and worker approval for travel.  
| | | • Documentation should include youth’s itinerary and means of contacting youth while travelling.  
| | | • Youth is considered an adult for purposes of travel and not considered absent from care. |
| Out-of-State travel for youth age **18 and older** in  
| **Extended Foster Care** | Assigned Caseworker | • Case note by worker documenting youth’s notification and worker approval for travel.  
| | | • Documentation should include youth’s itinerary and means of contacting youth while travelling.  
| | | • Youth is considered an adult for purposes of travel and not considered absent from care. |
| **Out-of-Country travel for youth age 18 and older in Extended Foster Care** | **Assigned Caseworker** | **Case note by worker documenting youth’s notification and worker approval for travel. Documentation should include youth’s itinerary and means of contacting youth while travelling.**  
| | | **Consulate requirements/documents specific to travel**  
| | | **Youth is considered an adult for purposes of travel and not considered absent from care.**  
| **Case related travel for parents and relatives into the state (Review and approval process required only if cost to the state over $300)** | **Area Administrator or designee** | **Completed/approved Child Welfare Travel Authorization DCYF 03-478**  
| | | **Court order if relevant.**  
| **Child-related employee travel out-of-state² beyond border counties in Oregon and Idaho and within the US.** | **Asst. Secretary or designee** | **Follow DCYF, S.A.A.M 10.10, DCYF 1.07.01 Travel Roles and Responsibilities, DCYF Administrative 1.7.02 Travel policy**  
| | | **Completed/approved Child Welfare Travel Authorization DCYF 03-478 form if there is a cost to DCYF.**  
| **Employee travel to Hawaii and foreign countries, except BC Canada** | **Asst. Secretary, Secretary, & Governor’s Office** | **Completed/approved out-of-state DSHS 03-337 form.**  

¹ Counties in Oregon and Idaho that border Washington State are considered in-state.

² Travel to the British Columbia (BC) territories of BC Rockies, Thompson/Okanogan and Vancouver Coast and Mountains are considered ‘border counties’ to Washington State and do not require out-of-country approval as specified in State Administrative Accounting Manual 10.10.5.

³ Includes travel to Canada outside of British Columbia territories and to all other countries. All territories beyond are considered out of country travel.

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Child Welfare Programs