

### Travel Approval Quick Reference Guide

**NOTE: All travel with costs over \$200 must be reviewed by the Regional Administrator or designee**

Travel Type	Required Approval	Documentation Requirements
Child travel in-state <sup>1</sup> , out-of-state <sup>2</sup> <b>Less than 72 hours</b>	Not Required	None, if planned travel is consistent with court order or court order does not address travel.
Child in-state <sup>1</sup> or out-of-state travel <b>Over 72 hours</b>	Area Administrator	<ul style="list-style-type: none"> <li>• Case note by worker documenting caregiver's travel notification</li> <li>• Case note by worker documenting parent notification.</li> <li>• Completed/approved travel form <a href="#">DSHS 03-478</a>.</li> <li>• Cleared background check if supervising adult is not the current caregiver or parent.</li> <li>• Court order authorizing planned travel, if planned travel is not consistent with court order.</li> </ul>
All children being placed out-of-state <sup>2</sup> through ICPC for any length of time	Regional Administrator	<ul style="list-style-type: none"> <li>• Approved ICPC Placement Request <a href="#">DSHS 15-092</a> if travel is to complete ICPC placement.</li> </ul>
Child travel to border <sup>2</sup> territories in <b>Canada</b> <b>Over 72 hours</b>	Regional Administrator or designee	<ul style="list-style-type: none"> <li>• Case note by worker documenting caregiver's travel notification</li> <li>• Case note by worker documenting parent's written approval.</li> <li>• Completed/approved travel form <a href="#">DSHS 03-478</a>.</li> <li>• Cleared background check if supervising adult is not the current caregiver or parent.</li> <li>• Specific court order allowing travel to Canada.</li> </ul>
Child <b>out-of-country</b> <sup>3</sup> travel for <b>Any length of time</b>	Regional Administrator	<ul style="list-style-type: none"> <li>• Case note by worker documenting caregiver's travel notification</li> <li>• Case note by worker documenting parent's written approval.</li> <li>• Completed/approved travel form <a href="#">DSHS 03-478</a>.</li> <li>• Specific court order allowing travel.</li> <li>• Consulate requirements/documents specific to travel.</li> <li>• Cleared background check if supervising adult is not the current caregiver or parent.</li> </ul>

<sup>1</sup> Counties in Oregon and Idaho that border Washington State are considered in-state.

<sup>2</sup> 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.

<sup>3</sup> 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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In-State travel for youth age <b>18 and older</b> in <u>Extended Foster Care</u> <b>Over 72 hours</b>	Assigned Caseworker	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Complete travel form <a href="#">DSHS 03-478</a> and obtain required approvals if CA is paying for the travel.</li> <li>• Youth is considered an adult for purposes of travel and not considered absent from care.</li> </ul>
Out-of-State travel for youth age <b>18 and older</b> in <u>Extended Foster Care</u>	Assigned Caseworker	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Complete travel form <a href="#">DSHS 03-478</a> and obtain required approvals if CA is paying for the travel.</li> <li>• Youth is considered an adult for purposes of travel and not considered absent from care.</li> </ul>
Out-of-Country travel for youth age <b>18 and older</b> in <u>Extended Foster Care</u>	Assigned Caseworker	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Complete travel form <a href="#">DSHS 03-478</a> and obtain required approvals if CA is paying for the travel.</li> <li>• Consulate requirements/documents specific to travel</li> <li>• Youth is considered an adult for purposes of travel and not considered absent from care.</li> </ul>
Case related travel for parents and relatives into the state (Review and approval process required only if cost to the state over \$200)	Regional Administrator or designee	<ul style="list-style-type: none"> <li>• Completed/approved travel form <a href="#">DSHS 03-478</a>.</li> <li>• Court order if relevant.</li> <li>• Case note by supervisor regarding relationship to case plan and alternatives explored.</li> </ul>
Child-related employee travel out-of-state <sup>2</sup> beyond border counties in Oregon and Idaho and within the US.	Asst. Secretary or designee	<ul style="list-style-type: none"> <li>• Follow <a href="#">DSHS Administrative Policy 19.10.01, S.A.A.M 10.10</a></li> <li>• Completed/approved travel form <a href="#">DSHS 03-478</a></li> </ul>
Non-child related out-of-state <sup>1</sup> employee travel.	Asst. Secretary	<ul style="list-style-type: none"> <li>• Follow <a href="#">DSHS Administrative Policy 19.10.01, S.A.A.M 10.10</a></li> <li>• Completed/approved out-of-state travel form <a href="#">DSHS 03-337</a></li> </ul>

<sup>1</sup> Counties in Oregon and Idaho that border Washington State are considered in-state.

<sup>2</sup> 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.

<sup>3</sup> 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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		<ul style="list-style-type: none"> <li>• Exceptions for out-of-state travel as specified on DSHS 03-337 must be approved by the Secretary</li> </ul>
All employee travel to Hawaii and foreign countries, except BC Canada <sup>2</sup>	Asst. Secretary, Secretary, & Governor's Office	<ul style="list-style-type: none"> <li>• Completed/approved out-of-state travel form <a href="#">DSHS 03-337</a>.</li> </ul>

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