


Idaho Department of Correction 	Policy	Title: Travel by Department of Correction Employees for Official Business		Page: 1 of 1
		Control Number: 121	Version: 2.0	Adopted: 12-1982

Henry Atencio, deputy director, approved this document on 06/14/2016.

Open to the public: ☒ Yes ☐ No

Redacted version available: ☐ Yes ☐ No

Revision Summary
Revision date (<u>06/14/2016</u>) version 2.0: Changed final approval for out-of-state travel from director to division administrators, removed a detail governed in another standard operating procedure, reformatted to meet current standards, changed title to improve alpha list accuracy.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

Official travel of all employees of the Idaho Department of Correction must be approved in advance. All travel must be approved by the division administrator or designee.

PURPOSE

The purpose of this policy is to provide procedures for official department travel.

SCOPE

This policy provides procedures for all staff for official department travel.

RESPONSIBILITY

It is the responsibility of employees to obtain approval prior to official department travel.

All in-state travel must be approved by the employee's immediate supervisor, with final approval granted by the division administrator or designee prior to travel.

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Employees who travel regularly due to job duties do not need prior approval to travel to work sites relating to Idaho Department of Correction business. For example, Information Technology technicians do not need prior approval to travel for official business purposes to work sites relating to official department business. The immediate supervisor must identify which employees fall within this category and must secure approval signatures. The division administrator has discretion to decide whether travel is a regular job duty of a particular employee.

Out-Of-State Travel

All out-of-state travel must be approved by the employee's immediate supervisor with final approval granted by the division administrator or designee prior to travel.

Commission of Pardons and Parole Extraditions

Extraditions ordered by the Commission of Pardons and Parole will be handled separately and controlled by that commission.

Travel Expenses Reimbursement

Reimbursement for travel expenses is limited to cost authorized and essential in transacting official state business that has actually occurred. Reimbursement requests must be submitted timely after completion of travel. See 114.03.03.003, Expenditure Cycle, for reimbursement procedure.

REFERENCES

Standard Operating Procedure 114.03.03.003, *Expenditure Cycle*

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