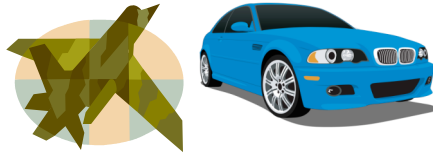


TRAVEL / TRAINING INFORMATION



To date, DACHS has over 40 regular employees. All have ample opportunity for professional development, technical assistance and adequate local training to enhance the existing T/TA Plan. Please note that all **Out of Area Travel** requests will be reviewed very carefully.

Need for Training:

Is the training required, is there an individual need (skill) and or program need for the training? Does DACHS have a staff representative that can attend and train others? Is the training planned at a time that is convenient for personnel to be gone from the program? Is there adequate coverage during the employee's absence?

Out of Area Travel/Training:

The number of requests the Administrative Office receives for approval to attend "costly" early childhood or Head Start conferences hosted in distant cities are more than what the budget can cover. To support professional development that provides staff with the knowledge, skills and abilities to meet program requirements, consideration of travel requests will be reviewed based on the following priorities:

- Justification of need (see questions above),
- Requirement or mandate from Regional Office,
- Financial Commitment from the department (is there available funding),
- Employee effort and initiative (performance evaluation),
- Willingness to "present" and participate at the conference, (Employee is responsible for getting "presentation information" or "call for papers/proposal" to prepare for submission),
- Completed "proposal" for presentation to be reviewed and approved by the DACHS Project Director,
- Submission of approved proposal to specific Conference Review Committee and,
- Acknowledgment of proposal acceptance by the Conference Review Committee.

Travel Requests: In-State or NMSU Authorization of Employee Travel (for Out of State) must be completed "early" and the employee needs a major credit card or "Diners Club Card" to utilize on an out of area trip. NMSU/DACHS does not provide any "Cash Advances". Refer to the DACHS Travel Requests and Information packet on line for checklist and travel request instructions.

Local / In-State Training Requirements REGISTRATION

Over the past years, DACHS has **PRE-PAID** many registration fees for local seminars and trainings such as LCAEYC and NMAEYC Conference. Some employees fall ill or have other commitments that make it difficult to attend the training. When this happens, Head Start picks up the tab for those employees who did not find a “replacement” for their slot.

Therefore, the following policy will be enforced regarding local training or seminar attendance and registration:

1. Each individual employee will pay for the training registration fee prior to the conference.
2. After attending the training, each employee will turn in a T/TA REPORT FORM, a conference agenda/schedule of events and a receipt showing conference participation and PAID registration.
3. You will then be reimbursed for the registration fee (fill out reimbursement voucher).
4. Training/Conference attendance is *mandatory* for reimbursement...if you do not attend, you will *not* be reimbursed!

FOR LOCAL TRAINING OR SEMINARS NOT PROVIDED BY DACHS:

**Whether or not the training is free, you must submit a
Purchase Request for prior approval to leave the work
site and attend the training.**

*Do not submit a travel request unless you are traveling
out of the area.*