

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

Travel Type	Required Approval	Documentation Requirements
Client in state Travel, more than 24 hours, less than 72 hours	Supervisor	<ul style="list-style-type: none"> • Case note by worker documenting Caregiver notification • Case note by supervisor documenting approval
Client in State Travel Over 72 hours	Area Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Completed/Approved travel form (DSHS 03-478) • Parent notification documented in case note or on DSHS 03-478 • Cleared background check if supervising adult is other than placement resource or parent
Client Travel to border* counties for more than 24 hours, less than 72 hours *Travel to the counties that border Washington State in Idaho and Oregon	Supervisor	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Case note by supervisor documenting approval • Cleared background check if supervising adult is other than placement resource or parent
Client Travel to border* counties over 72 hours *Travel to the counties that border Washington State in Idaho and Oregon	Area Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Completed/Approved Travel Form (DSHS 03-478) • Parent notification documented in case note or on DSHS 03-478 • Cleared background check if supervising adult is other than placement resource or parent • Court order for travel obtained by worker if parent objects
Client Travel out of state* *Beyond the border counties in Oregon and Idaho and within the United States	Area Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Completed/Approved Travel Form (DSHS 03-478) • Parent notification documented in case note or on DSHS 03-478 • Approved ICPC100A if travel is to complete ICPC placement • Cleared background check if supervising adult is other than placement resource or parent • Court order for travel obtained by worker if parent objects or if unable to notify parent and travel is outside of border states (Washington and Idaho) for longer than 1 week.
Client Travel to border* territories in Canada for any length of time *Travel to the British Columbia territories of BC Rockies, Thompson/Okanogan and Vancouver Coast and Mountains are considered 'border counties' to Washington State. All territories beyond are considered out of country travel. (NOTE: SAAM 10.10.5 specifically excludes BC Canada from the foreign country approval levels)	Regional Administrator or designee	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Completed/Approved Travel Form (DSHS 03-478) • Written parent (s) approval obtained and documented in the case file. • Specific court order allowing travel to Canada • Cleared background check if supervising adult is other than placement resource or parent

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Travel Type	Required Approval	Documentation Requirements
Client Travel out of country* *includes travel to Canada outside of British Columbia territories and to all other countries	Regional Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Completed/Approved Travel Form (DSHS 03-478) • Written parental approval obtained and documented in the case file • Specific court order allowing travel • Consulate requirements/documents specific to travel
All in state travel over 24 hours for youth over 18 in extended foster care	Worker	<ul style="list-style-type: none"> • Documentation of youth notification and worker approval for travel in a case note prior to travel occurring • Worker obtains youth itinerary and means of contacting youth while travelling • Youth is considered an adult for purposes of travel. Documentation is to ensure that CA and caregiver know youth's whereabouts, can contact if needed, and youth is not considered absent from care
All out of state travel for youth over 18 in extended foster care	Supervisor	<ul style="list-style-type: none"> • Documentation of youth notification travel in a case note prior to travel occurring • Worker obtains youth itinerary and means of contacting youth while travelling • Travel documented on Travel Form (DSHS 03-478) • Youth is considered an adult for purposes of travel. Documentation is to ensure that CA and caregiver know youth's whereabouts, can contact if needed, and youth is not considered absent from care
Youth over 18 in extended foster care Travel out of country* *includes travel to Canada outside of British Columbia territories and to all other countries	Area Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver notification • Travel documented on Travel Form (DSHS 03-478) • Consulate requirements/documents specific to travel • Youth is considered an adult for purposes of travel. • Court notification if travel over 2 weeks or for risky purposes.
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"> • Completed/Approved Travel Form serves as documentation. • Court order if relevant
Employee Travel Out of State* No Costs With Any Costs * Beyond the border counties in Oregon and Idaho and within the United States	Per DSHS and OFM Policy Assistant Secretary Assistant Secretary, Secretary	<ul style="list-style-type: none"> • Completed/Approved Travel Form (DSHS 03-478)
Employee Travel to Hawaii and foreign countries, except BC Canada	Assistant Secretary, Secretary, Governor's Office	<ul style="list-style-type: none"> • Completed/Approved Travel Form (DSHS 03-478)