

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
<p>Client in-state* <u>or</u> out-of-state** travel Less than 72 hours</p> <p>* Counties in Oregon and Idaho that border Washington State are considered in-state</p> <p>** 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. All territories beyond are considered out of country travel. All territories beyond are considered out of country travel. (State Administrative Accounting Manual 10.10.5 specifically excludes BC Canada from the foreign country approval levels.)</p>	Not Required	None, if planned travel is consistent with court order or court order does not address travel.
Client in-state <u>or</u> out-of-state* travel Over 72 hours	Area Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver's travel notification. • Case note by worker documenting parent notification. • Completed/approved travel form (DSHS 03-478). • 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.
All children being placed out-of-state* through ICPC for any length of time	Regional Administrator	Approved ICPC Placement Request DSHS 15-092 if travel is to complete ICPC placement.
Client travel to border** territories in Canada Over 72 hours	Regional Administrator or designee	<ul style="list-style-type: none"> • Case note by worker documenting caregiver's travel notification and parent's written approval. • Completed/approved travel form (DSHS 03-478). • Cleared background check if supervising adult is not the current caregiver or parent. Specific court order allowing travel to Canada.
<p>Client out-of-country* travel for any length of time</p> <p>*Includes travel to Canada outside of British Columbia territories and to all other countries</p>	Regional Administrator	<ul style="list-style-type: none"> • Case note by worker documenting caregiver's travel notification and parent's written approval. • Completed/approved travel form (DSHS 03-478). • Specific court order allowing travel. • Consulate requirements/documents specific to travel.

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		<ul style="list-style-type: none"> Cleared background check if supervising adult is not the current caregiver or parent.
In-State travel Over 72 hours for youth over 18 in <u>Extended Foster Care</u>	Assigned Worker	<ul style="list-style-type: none"> Case note by worker documenting youth's notification and worker approval for travel. Documentation should also 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 over 18 in <u>Extended Foster Care</u>	Supervisor	<ul style="list-style-type: none"> Case note by worker documenting youth's notification and worker approval for travel. Documentation should also include youth's itinerary and means of contacting youth while travelling. Completed/approved travel form (DSHS 03-478). Youth is considered an adult for purposes of travel and not considered absent from care.
Out-of-Country* travel for youth over 18 in <u>Extended Foster Care</u> *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 youth's notification for travel. Completed/approved travel form (DSHS 03-478). Consulate requirements/documents specific to travel Youth is considered an adult for purposes of travel and not considered absent from care. 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 (DSHS 03-478). Court order if relevant. Case note by supervisor regarding relationship to case plan and alternatives explored.
Employee travel out-of-state beyond border counties in Oregon and Idaho and within the US.		<ul style="list-style-type: none"> Follow DSHS and OFM Policy Completed/approved out-of-state travel form (DSHS 03-337).
No Costs	Asst. Secretary	
With Any Costs	Asst. Secretary & Secretary	
Employee travel to Hawaii and foreign countries, except BC Canada	Asst. Secretary, Secretary, & Governor's Office	<ul style="list-style-type: none"> Completed/approved out-of-state travel form (DSHS 03-337).