

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Conference, Travel and Out of State Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Deputy Director	Adopted Date: 04.2016 Review Date: 07.01.2025	Related Policies: Travel

Purpose:

To provide employees and supervisors with clear and consistent guidelines concerning request for conference attendance and supervisor approval.

Procedure: Mid-State Health Network's (MSHN) shall support reasonable and necessary travel and conference expenses incurred as a result of official business. Employees are encouraged to attend conferences and trainings that stretch and build on their existing knowledge base as well broaden their exposure to areas they are not now working directly in but that are the responsibility of the Pre-Paid Inpatient Health Plan (PIHP).

Conference attendance planning shall occur annually as part of the departmental budgeting process; however, there may be instances in which a conference opportunity is identified outside of the budget planning process. The below steps outline the procedure for employees to request supervisor approval to attend a conference or training and a guideline for supervisors to ensure a consistent employee review and approval process.

1. Conference requests shall be submitted by individuals to the Director/Chief level of the department prior to attending the conference or training. Each request shall contain the following:
 - a. A letter or email outlining the request explaining the nature of the conference and copies or links to the conference agenda; and
 - b. The letter or email shall include total estimated cost to attend the conference. (i.e. mileage, air fare, registration fees, meals)
2. Supervisors shall review and approve/deny conference attendance based on the following criteria:
 - a. The conference and training shall relate to the employee's current job function and enhance their skills and/or knowledge;
 - b. The conference and training stretches and builds on their existing knowledge base as well as broadens their exposure to PIHP responsibilities;
 - c. The conference and training is reasonable and cost efficient; and
 - d. The supervisor has confirmed existence of a sufficient budget or has written approval from the Chief Finance Officer to allocate additional funds to the conference budget.
3. Supervisors shall submit Out of State travel request for approval to the Chief Executive Officer or the Deputy Director.

Applies to

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☐ MSHN CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions:

MSHN: Mid-State Health Network

PIHP: Pre-Paid Inpatient Health Plan

Other Related Materials

N/A

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
04.2016	New Policy	Deputy Director
07.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director
03.2025	Biennial Review	Deputy Director