

Procedure Number 2-6-27

Revised: 09-03-21

Issued: 11-01-09

SUBJECT: Overnight Travel for consumers with staff

PURPOSE: To carry out the Mandate of Habilitation and Residential Services Policy #2

The attached document must be completed by Program Managers when a person receiving services will be supported by staff on out of town trips that include an overnight stay. The form requires justification for any unbudgeted expenses and indicates who has agreed to be responsible for paying these costs. Program Managers need to determine if family or consumer has funds for additional expense and then secure their agreement for the trip and associated costs. In rare cases when funds are not available, request for agency funds to supplement travel costs can be made. The staff costs for travel and any travel expenses must be budgeted out and submitted to Chief Operating Officer or his designee at least two weeks prior to travel for his approval.

The overnight travel form does not need to be completed when the individual being supported is traveling with family or friends and there are no anticipated additional costs to the agency.

This form must also be completed when a consumer will be traveling outside the state of Missouri, even if staff are not accompanying them on the trip but are accompanying them to the airport. This is to ensure that plans have been made to ensure that medical coverage is adequate and to identify if there are any costs associated with transporting the individual to the airport that the agency may need to approve.

Approved: _____

Date: _____

Director of Residential and Community Services

Attachments: Overnight Travel Form