



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

September 7, 2006

**TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)
DIRECTORS
BLACK INFANT HEALTH (BIH) COORDINATORS
ADOLESCENT FAMILY LIFE PROGRAM (AFLP) DIRECTORS**

**SUBJECT: OUT-OF-STATE TRAVEL POLICY
PROGRAM POLICY ALERT #2006/07-03**

This Program Policy Alert letter clarifies the MCAH Branch's policy pertaining to out-of-state travel. The 2005/06 MCAH Policies and Procedures Manual, Operating Expenses, Budget Documents Section—Travel Policy, allows specified local agency personnel to be reimbursed for travel expenditures to selected MCAH national conferences. This revises the selection of MCAH national conferences to be limited to the following:

- Annual meeting of the National Association of MCAH Programs
- Centers for Disease Control and Prevention (CDC) MCAH Epidemiology Conference
- Annual City Match Conference

Travel to any of the above listed MCAH national conferences must be identified in the training explanation area of the J-Oper justification tab of the budget and under the appropriate goal and objective in the Scope of Work (SOW). Under number 1, d of the revised Travel Reimbursement Information document, out-of-state travel is said to be reimbursable if necessitated by the SOW and approved in advance by the program with which the contract is held.

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Consistent with the MCAH Policies and Procedures Manual, requests to travel to other national conferences, trainings and meetings may be submitted for consideration by the MCAH Branch on a case by case basis. All requests must be submitted in writing with a brief description of the items listed below:

- Name and date(s) of the conference, training, meeting, etc.
- Name and title of the individual (s) traveling.
- Necessity of the trip and how it relates to the goals and objectives of the SOW and improves the skills of the attendee.
- Travel location and dates.
- Breakdown of the proposed costs of the trip.

Adequate funding must be identified in the budget and budget justification to accommodate any out-of-state travel expenditures. Reimbursement of salary only (excluding travel costs) on out-of state travel must still be approved by MCAH and follow the out-of-state travel policy. All costs claimed under the MCAH budget must be in accordance to the rates and terms established under the revised Travel Reimbursement Information guidelines. For any Federal Financial Participation (FFP) reimbursement, activities must meet the FFP objectives and requirements.

Effective with FY 2006-2007, all out-of-state travel and expenses will be addressed in the annual report. A revision to the annual report layout to incorporate this information will be forthcoming. Should you have any questions or concerns regarding this information, please contact your Contract Manager.


Susann J. Steinberg, M.D., Chief
Maternal, Child and Adolescent Health/
Office of Family Planning Branch

Enclosure

cc: Anita Mitchell, M.D., Chief
Programs and Policy Section
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cc: Linda LaCoursiere, Chief
Administration Section
Maternal, Child and Adolescent Health/
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Contract Managers

Program Consultants