



CDSS

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TO: IN-HOME SUPPORTIVE SERVICES (IHSS) COUNTY SOCIAL SERVICES STAFF

FROM: CARRIE STONE, CHIEF  
QUALITY ASSURANCE & IMPROVEMENT BUREAU

SUBJECT: IHSS TRAINING ACADEMY (IHSSTA) TRAVEL REIMBURSEMENT

The California Department of Social Services (CDSS), Adult Programs Division (APD), Quality Assurance and Improvement Bureau (QA&IB), Training and Development Unit (T&DU), provides the following general travel reimbursement guidelines for county social services staff when participating in IHSSTA classes. The following information will help ensure the appropriate county social services staff attend IHSSTA trainings in the most cost-effective manner.

- Know which region your county belongs to in order to attend the appropriate trainings in your region (see attached regional map).
- Travel reimbursement is authorized under certain circumstances by CDSS and is restricted to mileage and lodging. County social services staff will be reimbursed in accordance with State travel reimbursement rules and policies as specified below.
  - If the training participant must travel 50 miles or more one way within their region, travel will be reimbursed by San Diego State University Research Foundation (SDSURF). No prior CDSS approval required.
  - If the participant needs to travel more than 50 miles one way **and** the training falls outside the participant's region, travel reimbursement (mileage and/or lodging) requires CDSS' pre-approval. (Requests should be made directly to CDSS, who will inform requestor and the IHSSTA of their decision.)

## Travel Reimbursement Process

- SDSURF will provide a Travel Reimbursement Claim form to each county participant at the training site. (Hotel reservations, if needed—and pre-approved by CDSS—are to be made by the training participant, or through the county process. SDSURF does not make hotel reservations for training participants.)
- All claims must be submitted directly to SDSURF with the original receipts attached at the final day of training or no later than two weeks after completion of training.

## Travel Reimbursement Pre-Approval Process

- If county social services staff need to attend training outside of their region due to a conflict in their schedule and/or because there are a limited number of available trainings remaining that fall outside of their region, an approval request must be obtained from CDSS within two weeks of the training start date, or sooner. These requests must be sent to [IHSS-Training@dss.ca.gov](mailto:IHSS-Training@dss.ca.gov), and include the following components:
  - Reason for the request;
  - Which region the individual resides in (including the address of the county IHSS office where s/he works);
  - Which region s/he is requesting to attend the training in;
  - Whether *mileage only* or mileage **and** lodging reimbursement are requested.
  - Upon receiving the approval from CDSS, email notification will be provided to SDSURF and the county social services participant to coordinate the process for travel reimbursement.

Additional questions and/or concerns may be emailed to [IHSS-Training@dss.ca.gov](mailto:IHSS-Training@dss.ca.gov).

# California

