Training Support Unit

Out-of-State Travel Request Guidelines

Under Governor Brown’s [Executive Order B-06-11](https://www.gov.ca.gov/news.php?id=17007): “IT IS REQUESTED that other entities of State government not under my direct executive authority conduct an analysis to determine the discretionary nature of their travel in order to reduce unnecessary costs.”

The Training Support Unit (TSU) within the California Department of Social Services (CDSS) has reevaluated its policy on out-of-state travel for its contractors and has determined that it is necessary to prioritize and limit out-of-state travel. The TSU reminds its contractors to be fiscally responsible with all out-of-state travel. All out-of-state travel requires prior authorization by the TSU and will only be approved for activities/conferences/trainings that have a mission-critical relationship to the Scope of Work which addresses the immediate needs such as advancements in social worker education, curriculum development, and the Child and Family Services   
Review (CFSR).

Please be advised that, under contract with the TSU, “No travel outside the State of California by Contractor shall be reimbursed unless there is a prior written authorization from CDSS.” All out-of-state travel is subject to the TSU’s approval. It is the responsibility of the contractor to submit a completed Out-of-State Travel Request Form (attached), with support documentation, to the TSU no less than 45 days prior to the intended date of travel for approval. Please be aware that out-of-state travel forms that have not received prior written authorization from the TSU will not be reimbursed by the State.