

PATHWAYS ABILITIES SOCIETY

PROCEDURE: VACATIONS/TRAVEL CLUB/CAMP AND OUT OF TOWN ASSIGNMENTS

Applies to: All Personnel and Persons Receiving Service

Effective/Revision Date:

September 23, 2002

April 28, 2003

March 6, 2007

October 9, 2007

January 14, 2009

February 11, 2011

September 12, 2011

March 11, 2013

July 20, 2015

February 22, 2016

March 26, 2018

Participation

1. Individual's vacations/out of town assignments shall be offered to employees who have completed a travel request form on ShareVision. Selection will be based on suitability and experience.
2. For each twenty-four (24) hour period or portion thereof the employee shall be compensated at a predetermined daily rate. A compensation form will be completed by the participating staff and given to the finance manager for their employee file.

Travel Club/ Group Travel

Planning

1. Each year in September, the finance manager:
 - Identifies and assigns a support worker (lead) to assist with travel planning and preparation.
 - Consults with staff and individuals and develops a tentative travel plan/schedule and budget for the year.
2. The proposed travel schedule with costs is sent home with all individuals requesting they identify which trips they may want to participate in and requesting suggestions for alternative destinations.
3. The finance manager and lead support worker:
 - Review the returned forms and finalize the schedule for the year.
 - Sends a Travel Announcement form. This form is filled in by the individual stating which trip(s) they want to take and returned to Pathways as soon as possible.
4. The yearly travel schedule may be changed and updated for the following reasons:
 - The destination (place to go) is not somewhere people want to go or there is no demand at the time of travel.
 - The trip has become too expensive.
 - There is an opportunity to go on a trip that is very inexpensive.

5. The finance manager or lead support worker notifies individuals of changes.

Travel Preparation (except Camp see below)

1. Prior to, the finance manager and lead support worker:

- Reviews the budget and updates if required.
- Sends a letter to each person who had expressed an interest in going on the specific trip, directing them to confirm their participation by a specific date and confirming they are able to get travel health insurance.

2. The returned forms are reviewed by the finance manager and lead support worker. They complete the Travel Club Trip list in ShareVision and update as information becomes available.

3. Persons participating are sent:

- A Travel Confirmation letter.
- A Travel Information 1 form to be completed and returned with a picture of the person and their money. The departure time will decide whether a deposit or full payment of the trip needs to be made at this step. The person's spot is reserved when Pathways receives the money (deposit or full amount) for the trip.
- Travel Information 2 form which is to be completed and brought with the required items the day of the trip.
- A travel itinerary when available.

4. The finance manager posts a notice for staff to identify their interest in participating in the trip. A selection team made up of the finance manager and the lead support worker choose the staff according to procedure outlined above.

5. The finance manager and/or lead support worker prepares and plans for the trip including:

- Arranging staff, flights, hotels, activities, etc.
- Purchases travel cancellation insurance.
- Determining who will be the lead support worker person on the trip.
- Documenting all information including emergency contact information, travel master form and files.

6. As the Travel Information 1 forms, pictures and money are returned, the finance manager and/or the lead support worker:

- Deposits the money.
- Reviews the forms to ensure they are completed and makes a copy.
- Creates a travel package, placing the copy of the Travel Information 1 form with the person's picture in the package.
- Files the originals Travel Information 1 form in a file folder in the office.

7. The travel package contains:

- Travel itinerary and destination information.
- List of Pathways Abilities Society emergency contacts.
- Completed Travel Information 1 forms, pictures of all travelers and a copy of their passport.
- A Travel Master form completed and highlighted.

- Any traveler's protocols copied out of their binders.
- An expense sheet for each individual and a clearly labeled Ziplock bag for money and receipts.
- A copy of Pathways Medication Administration and Vacations/Travel Club and Out of Town Assignment policies and procedures.
- A Travel Satisfaction Surveys to be distributed at the end of the trip.
- A Travel Departure and Return form.

8. One month before the trip the finance manager and/or lead support worker arranges a meeting with the staff going and determines which staff is responsible for which individuals. The specific support worker is responsible for ensuring the travel Departure and Return form is completed, medications are administered as per policy and procedure, the person has their identification and that they clearly understand the persons support needs.

9. After the meeting the finance manager and/or lead support worker creates a separate travel package for each worker containing the information on the person(s) they are supporting. He/or she completes the Travel Club Trip list in ShareVision.

10. The finance manager and/or lead support worker arranges a meeting with the travel participants, caregivers and/or family 2 weeks prior to finalize travel requirements.

11. Support worker meets one week prior to the departure date to ensure the travel packages have all the required information.

Camp

1. The finance manager or lead support worker sends a Camp Travel Confirmation and Camp Travel Information form to each person who had expressed interest in going to camp.

2. The completed forms are returned with a picture of the person and their money. The person's spot is reserved when Pathways receives the money (deposit or full amount) for the trip.

3. The returned forms are reviewed by the finance manager and lead support worker. They complete the Travel Club Trip list in ShareVision and update as information becomes available.

4. The finance manager posts a notice for staff to identify their interest in participating in the camp trip. A selection team made up of the finance manager and the lead support worker choose the staff according to procedure outlined above.

5. The finance manager and/or lead support worker prepares and plans for camp including:

- Determining who will be the lead support worker person on the trip.
- Documenting all information including emergency contact information, travel master form and files.

6. As the Camp Travel Information forms, pictures and money are returned, the finance manager and/or the lead support worker:

- Deposits the money.
- Reviews the forms to ensure they are completed and makes a copy.
- Creates a camp binder, placing the copy of the Camp Travel Information form with the person's picture in the binder.
- Files the originals Camp Travel Information form in a file folder in the office.

7. The travel binder contains:

- A Travel Departure and Return form.
- A List of Pathways Abilities Society emergency contacts.
- Completed Camp Travel Information forms and pictures of all travelers.
- A Travel Master Form completed and highlighted.
- Any traveler's protocols copied out of their binders.
- A copy of Pathways Medication Administration and Vacations/Travel Club and Out of Town Assignment policies and procedures.
- A Travel Satisfaction Surveys to be distributed at the end of camp.

Travel Departure including Camp

1. The lead travelling support worker is issued the travel club bank card, petty cash form and a copy of the Travel Master form. He/she is responsible for keeping all receipts and transaction records for the Pathways Abilities Society bank card.

2. Staff arrives with their travel packages or binders or at the predetermined destination 15 minutes prior to the time specified for participants.

3. As individuals arrive they are instructed to give the following to their assigned support worker (if the worker is responsible for the following):

- Travel Departure and Return form. They complete with their assigned individual(s) and/ or their family or caregiver.
- Travel Information 2 form. The support worker checks the information and ensures it is consistent with the Travel Information 1 form.
- Blister packed or pharmacy rolled medications (this includes non- prescription vitamins and supplements) and the MAR sheet. Extra medications should be included in case of travel delays.
- Passports.
- Money in the correct currency.

3. The staff places the information in the travel package or binder and confirms with the lead support worker that the information has been received and he/she updates the Master Travel form.

4. The lead support worker person tracks all society expenditures on the petty cash form, obtaining receipts when possible. He/ she ensures support workers are tracking individual's expenses on their expense form and obtaining receipts when possible.

5. Individuals able to self-administer medications, store their medications in the designated spot and worker give them access when required to ensure the safety of all.

6. Parents, friends or caregivers are asked not to leave until the group has departed.

Returning including Camp

1. Each staff completes the Travel Departure and Return form with their assigned individuals and/ or their family or caregiver.

2. Each staff gives the following to their assigned individuals and/or their family or caregiver (if applicable):

- Blister packed or pharmacy rolled medications and the MAR sheet.
- Passport and identification.
- Money, expense sheet and receipts if applicable.
- A Travel Satisfaction Survey.

3. Staff does not leave until each person has departed for home.

4. The lead travelling support worker returns to the finance manager the Pathways Abilities Society travel club bank card, the reconciled individual's expense and petty cash forms and receipts.

5. Returned satisfaction surveys are given and reviewed by the finance manager. The finance manager, once reviewed, gives the surveys to the executive director. He/she reviews and gives the completed forms to the Activity Quality Assurance Manager. Any recommended changes are reviewed and implemented.

6. Returned Travel Departure and Return forms are reviewed by the finance manager and uploaded to the person's ShareVision site.

7. The finance manager ensures the petty cash form is completed correctly and all expenses have receipts.