



Clark County Department of Family Services Policy

SUBJECT:

Travel Authorization

Effective Date	Amendment Number	Amendment Date
11/2/2023	1	4/9/2026

SCOPE:

Clark County Family Services' supplemental policy and procedures to Clark County Travel Policy and Procedures.

SPECIFIC LEGAL and OTHER REFERENCES:

Clark County Fiscal Directives

Clark County Travel Policy (Effective: 11/2019)

Clark County Administrative Guidelines 6: County Vehicles

[NRS 245](#)

NRS 432

NRS 432B

NV State Plan for Title IV-E

NV State Plan for AFDC that was in effect on July 16, 1996

Nevada Title XIX State Plan

Social Security Administration (SSA) Guide for Organizational Representative Payees

Title IV-E Foster Care, Adoption Assistance, and Adoption Subsidy

Vehicle Fleet Services Policy and Procedures

PROGRAMS IMPACTED:

All

SUMMARY OF CHANGES:

Travel Information Sheet (FPI Library) updated to be used as a resource guideline for staff.

Updated and clarified travel request processes.

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout DFS, refer to Acronyms and Glossary located on DFSNet.

FORMS, PUBLICATIONS, AND INSTRUCTIONAL DOCUMENTS:

CCFS Travel Checklist (FPI Library)

Travel Reimbursement Expense Report (FPI Library - Clark County Document)

Travel Request and Authorization (Clark County form [TRA])

Travel Information Sheet (FPI Library)

POLICY:

- A. Travel funds may be used for staff to attend seminars, trainings, and conferences.
- B. All Clark County Family Services' (CCFS) reimbursed travel must be preauthorized.
 1. Refer to the Clark County Travel Policy for further information.

- C. CCFS full-time staff may facilitate transportation of children in custody for purposes of Interstate Compact for the Placement of Children (ICPC), reunification, medical transport, and miscellaneous requests with prior management approval.
- D. CCFS full-time staff and travelers over the age of eighteen (18) are responsible for reading and complying with the Clark County Travel Policy (on Clark County Intranet).
- E. Travel may be approved via air, bus and/or automobile.
- F. CCFS full-time staff are responsible to make every effort to ensure travel expenses are incurred by the least expensive method reasonably available.
 - 1. Travel dates are normally scheduled for Monday – Thursday and not within twenty-four (24) hours before a Clark County holiday to ensure fiscal staff are available to assist in event of cancellations, delays, and travel overages.
 - 2. Travel dates are scheduled during CCFS Staff regular work schedules. Exceptions must be staffed with assigned supervisor for approval.
 - 3. CCFS staff who have travel credits due to cancellations may be asked to complete travel on behalf of the department.
- G. Client Travel:
 - 1. When possible, CCFS recommends that children in CCFS custody travel with a family member or the prospective caregiver.
 - 2. The individual transporting and checking in the child for their flight (CCFS staff, foster parent, relative, etc.) may be responsible to pay upfront costs for children under CCFS custody who are traveling. Upfront costs include but are not limited to:
 - a. Checked baggage fee
 - b. Unaccompanied minor fee
 - c. Food/refreshments
 - d. Parking
 - e. Hotel
 - f. Rental Car and Fuel
- H. CCFS staff are not permitted to transport a child in CCFS custody to/from an airport for travel in a personal vehicle.
 - 1. Refer to the Vehicle Fleet Services Policy and Procedures for further information.
- I. CCFS staff are not permitted to travel for the purpose of witnessing a relinquishment.

Abigail Frierson, Interim Director
Clark County Department of Family Services

March 24, 2026

Approved Date