

Procedure Title:	Job Rotation and Developmental Assignments Reimbursement				
Procedure Number:	DHS-040-005-01	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Sending Supervisor	Send copy of the agreement to Financial Services if receiving entity will be reimbursing the sending entity.
2.	Sending Supervisor or Human Resources	Update Personnel Position Database (PPD) to charge personal service expenses directly to the receiving employer for job rotations with other state agencies. This is the preferred method of payment. If with outside agency, request HR to update the Personal Position Data Base.
3.	Receiving Supervisor	Authorize Travel Expense Claim form .
4.	Financial Services	Review agreements, send invoices to receiving entity and process travel expense detail claims.

Policy that applies:

DHS-040-005, Job Rotation and Developmental Assignment Reimbursement Policy

Form(s) that apply:

DHS 1297, Travel Expense Claim form - [EXCEL](#)

Contact(s):

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Procedure History:

- **Version 1.0:**

02/28/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)