

Annual Statewide Out of State Travel Training

Satellite Conference and Live Webcast

Wednesday, September 13, 2017, 1:00-4:00 p.m. (Central Time)

2:00-5:00 p.m. (Eastern) • 12:00-3:00 p.m. (Mountain) • 11:00 a.m.-2:00 p.m. (Pacific)

Faculty

Chandra Lewis

Out of State Travel Liaison

Bureau of Financial Services

Alabama Department of Public Health

Program Objectives

1. Understand the out-of-state travel request process.
2. Learn what information is included in a complete travel request.
3. Discuss the various reimbursement types.

Conference Details

Target Audience: All ADPH travel designees and any others interested in learning about our out-of-state travel approval and reimbursement procedures

Continuing Education: None for this program

Registration: www.alabamapublichealth.gov/alphtn

Technical Information: To receive complete technical information you must register at www.alabamapublichealth.gov/alphtn

Satellite - Live satellite conference on C band (analog).

Webcast - Watch with RealPlayer or Windows Media Player. Test your computer with the "test connection link" at www.alabamapublichealth.gov/alphtn

Audio - To listen by phone, call 1-888-557-8511. Enter access code 972-1530 #. Press # again to listen to the conference.

On Demand - Available 2-3 business days after the live broadcast from the On Demand page of our website.

Conference Materials: Posted on our website approximately one week before the program for registered participants.

Conference Details Questions: Call: 334-206-5618 | Email: alphtn@adph.state.al.us

Navigating the world of out-of-state travel can seem daunting and overwhelming. This training will teach participants when to start working on a request, the lingo that may be used in conversation with the travel liaison, an in-depth view of the travel process, what to include in a travel packet, the different types of reimbursements, and a question and answer period to clarify anything that may not have been covered or explained clearly.

