


Slide 1 - Slide 1

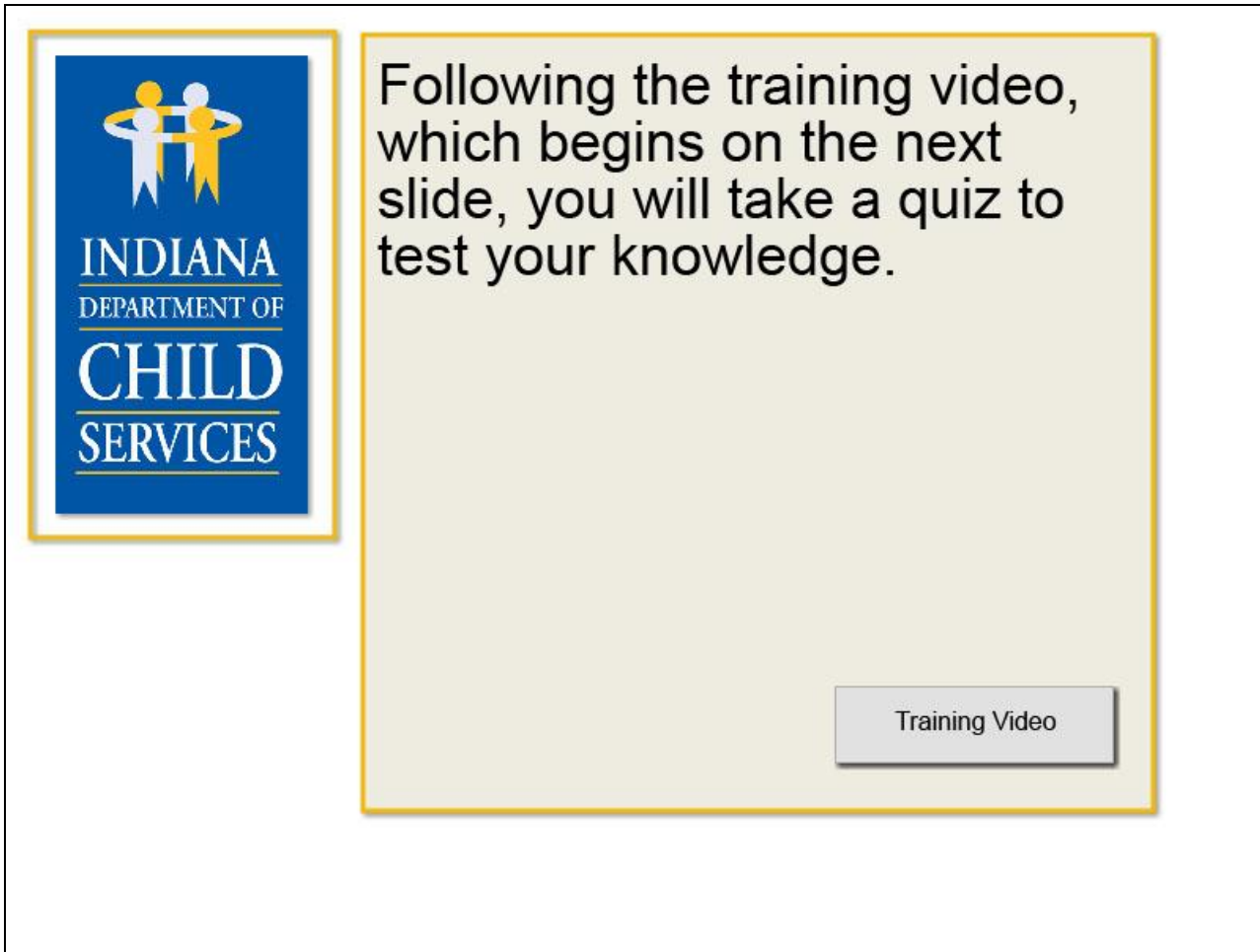


The slide content area is a large rectangle with a thin yellow border. On the left side, there is a blue vertical rectangle containing the Indiana Department of Child Services logo, which features three stylized figures in white and yellow. Below the logo, the text "INDIANA DEPARTMENT OF CHILD SERVICES" is written in white, with "INDIANA" and "SERVICES" on separate lines and "DEPARTMENT OF CHILD" in the middle. To the right of this logo, the main title "DCS Travel Services Expense Reimbursement Training" is centered in a large, bold, black font. At the bottom left of the slide content area, there is a small logo for "Child Welfare Education and Training Partnership" with the text "Child Welfare Education and Training Partnership" above it. Below this is the Indiana Department of Child Services logo and the Indiana University logo, which includes the Greek letter Psi (Ψ) and the text "INDIANA UNIVERSITY SCHOOL OF SOCIAL WORK". At the bottom right of the slide content area, there is a grey rectangular button with the text "Next" in black.

Slide notes

Welcome to the DCS Travel Services Expense Reimbursement Training. Presented by the Indiana Department of Child Services and the Indiana Child Welfare Education and Training Partnership.

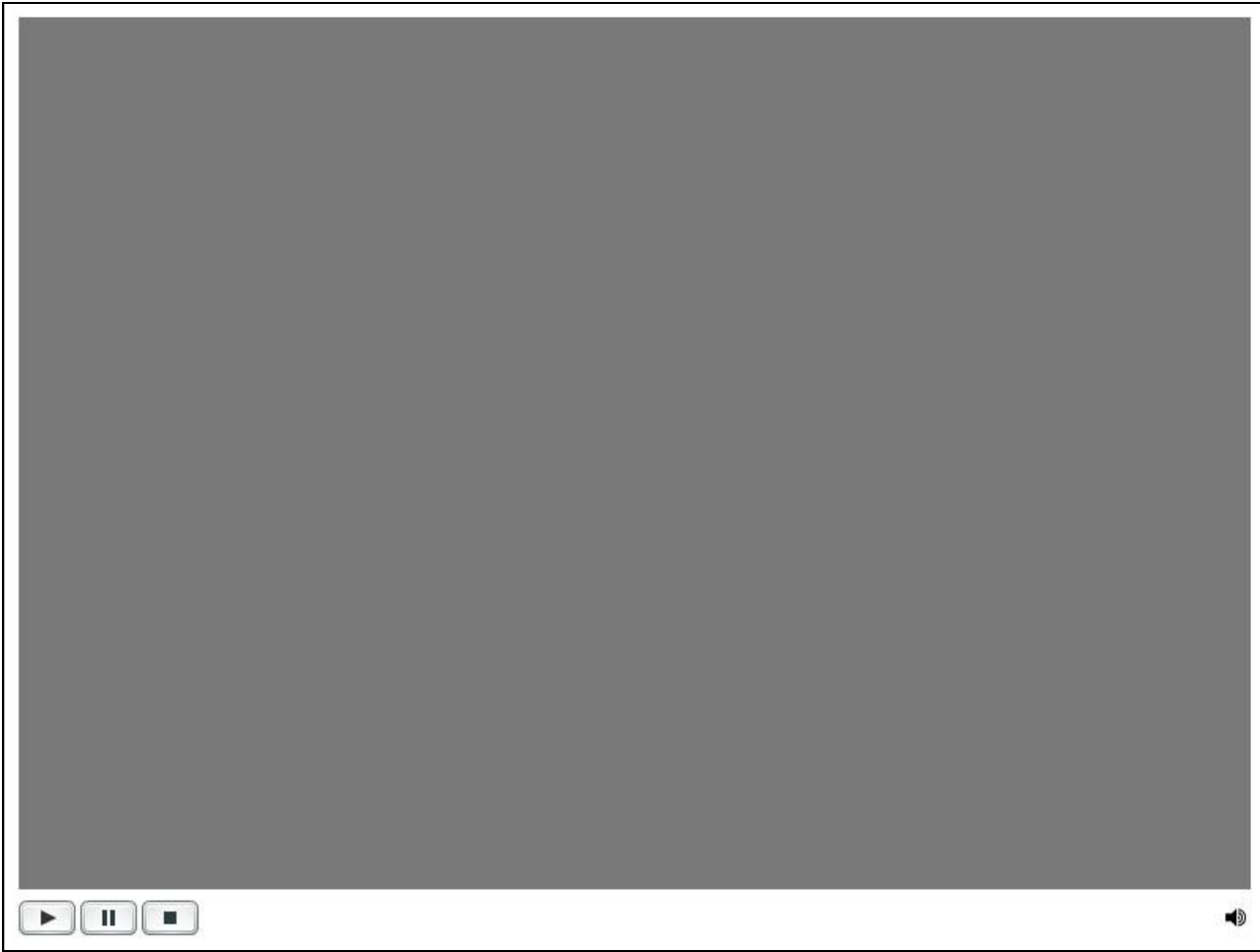
Slide 2 - Slide 2

The slide content area is enclosed in a thin black border. On the left side, there is a blue rectangular logo with a white border. The logo features a stylized graphic of three figures (two white, one yellow) holding hands in a circle. Below the graphic, the text "INDIANA DEPARTMENT OF CHILD SERVICES" is written in white, with "INDIANA" and "SERVICES" on separate lines and "DEPARTMENT OF CHILD" in the middle. To the right of the logo, the main text of the slide is displayed in a large, black, sans-serif font. The text reads: "Following the training video, which begins on the next slide, you will take a quiz to test your knowledge." In the bottom right corner of the slide content area, there is a light gray rectangular button with a thin black border and the text "Training Video" centered on it.

Slide notes

Following the training video, which begins on the next slide; you will take a quiz to test your knowledge. Please select the Training Video button below.

Slide 3 - Slide 3



Slide notes

Press play to start the video.

Slide 4 - Slide 4

Multiple Choice

Instructions: Please choose the BEST answer to the following questions.

1. Which new field has been added to the mileage reimbursement page in KidTraks?

- A. On Call
- B. Interstate Travel
- C. Comments
- D. Bill/Adjusted Distance

Correct - Click anywhere or press 'y' to continue.

Incorrect - the correct answer is "A".

You must answer the question before continuing.

Review Area

Submit

Slide notes

Slide 5 - Slide 5

Multiple Choice

Instructions: Please choose the BEST answer to the following questions.

2. What mileage is NOT reimbursed under IDOA policy?

- A. Mileage to and from work
- B. Mileage is never reimbursed
- C. In-county mileage
- D. Out-of-county mileage

Correct - Click anywhere or press 'y' to continue.

Incorrect - the correct answer is "A".

You must answer the question before continuing.

Review Area

Submit

Slide notes

Slide 6 - Slide 6

Multiple Choice

Instructions: Please choose the BEST answer to the following questions.

3. Using the new system, your expense report cannot be processed until _____.

- A. You mail all documents to the travel department
- B. You itemize your receipts in excel
- C. You submit and sign your report in KidTraks
- D. You mail your original receipts to the travel department

Correct - Click anywhere or press 'y' to continue.

Incorrect - the correct answer is "C".

You must answer the question before continuing.

Review Area

Submit

Slide notes

Slide 7 - Slide 7

Multiple Choice

Instructions: Please choose the BEST answer to the following questions.

4. How long should you keep your original documentation (e.g. receipts, logs, agendas)?

- A. 15 days
- B. 30 days
- C. 45 days
- D. Until you are paid via KidTraks

Correct - Click anywhere or press 'y' to continue.

Incorrect - the correct answer is "D".

You must answer the question before continuing.

Review Area

Submit

Slide notes

Slide 8 - Slide 8

Multiple Choice

Instructions: Please choose the BEST answer to the following questions.

5. During which process can you make changes to your expense report?

- A. In Process
- B. Awaiting Verification
- C. Pending
- D. Posted

Correct - Click anywhere or press 'y' to continue.

Incorrect - the correct answer is "C".

You must answer the question before continuing.

Review Area

Submit

Slide notes

Slide 9 - Slide 9

**Quiz
Results**

You Scored: {score}

Maximum Score: {max-score}

Correct Questions: {correct-questions}

Total Questions: {total-questions}

Accuracy: {percent}

Attempts: {total-attempts}

[Next](#)

[Review Area](#)

Slide notes

Slide 10 - Slide 10



Contact DCS Travel Services

By Email
Dcstravelinquiries@dcs.in.gov

By Fax
317.232.1561

By Mail
DCS Travel Service, Travel Section- MS 52
W. Washington Street, Room W368
Indianapolis, IN 26204

Job-aids


- DCS Travel Services
<http://intranet.dcs.in.gov/Pages/Default.aspx>
*Please Note: The job aid "Expense Report Travel Procedure" has not yet been updated. For that reason it still advises employees to print and mail their documentation. Employees DO NOT need to print and mail their documentation.
- IDOA Travel Services
<http://www.in.gov/idoa/2459.htm>

Next

Slide notes

If you have any questions about the information in this training, please contact DCS Travel Services by e-mail, fax, or mail. You may also reference one of the job-aids listed below.

Slide 11 - Slide 11





DCS Travel Services Expense Reimbursement Training

Thank You!

ELM will be updated in 12- 48 hours.

Child Welfare Education and Training Partnership



Developed by:
Colbi Lehman, Instructional Technology Developer

Slide notes

Thank you for taking the DCS Travel Services Expense Reimbursement Training. ELM will reflect your completion in 24 to 48 hours.