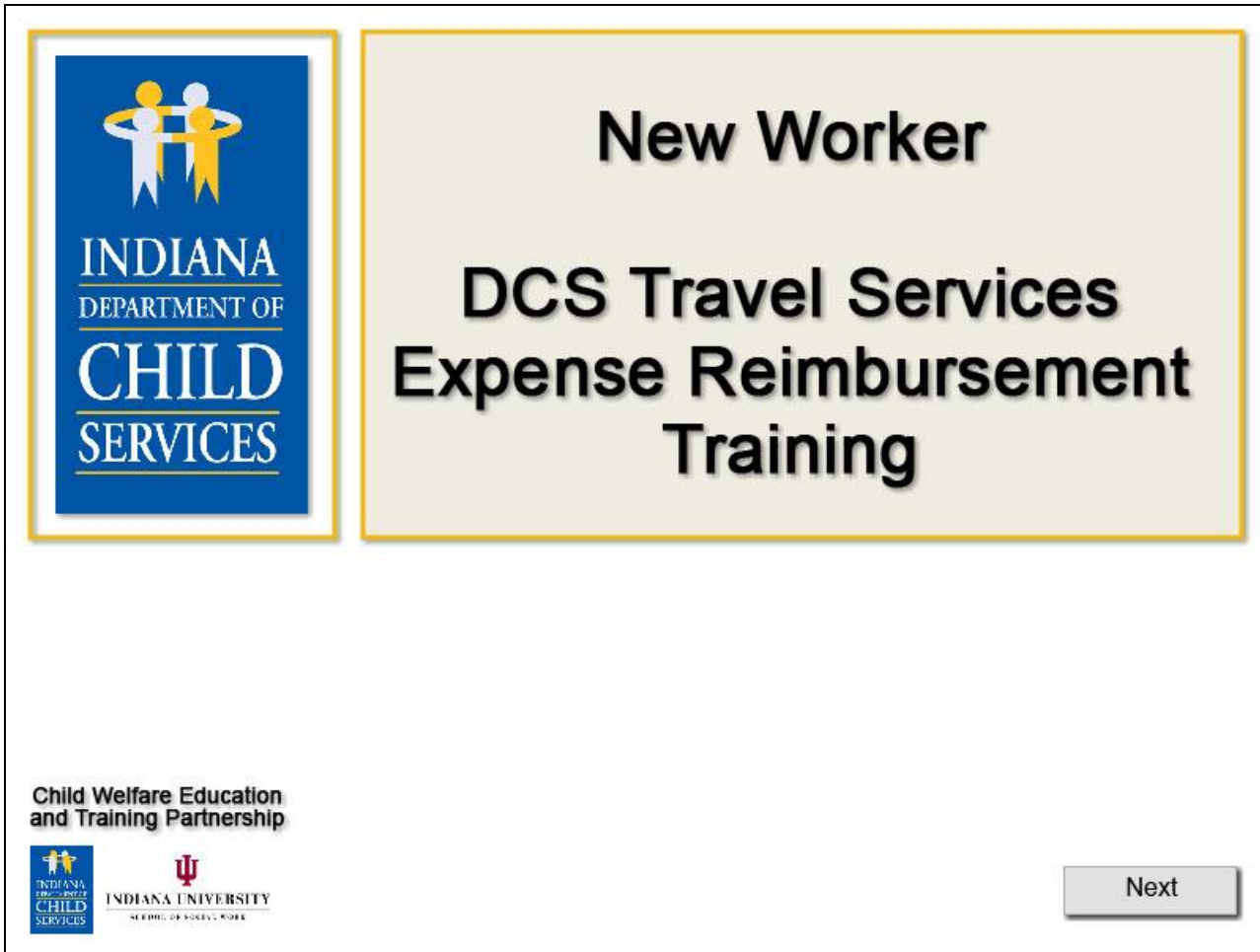


Slide 1 - Slide 1





The slide content area is a large rectangle with a thin black border. On the left side, there is a vertical blue box with a yellow border containing the Indiana Department of Child Services logo. To the right of this box is a larger light gray box with a yellow border containing the main title text. At the bottom left of the slide content area are logos for the Child Welfare Education and Training Partnership, the Indiana Department of Child Services, and Indiana University. At the bottom right is a gray button with the text 'Next'.

INDIANA
DEPARTMENT OF
CHILD
SERVICES

New Worker

DCS Travel Services
Expense Reimbursement
Training

Child Welfare Education
and Training Partnership

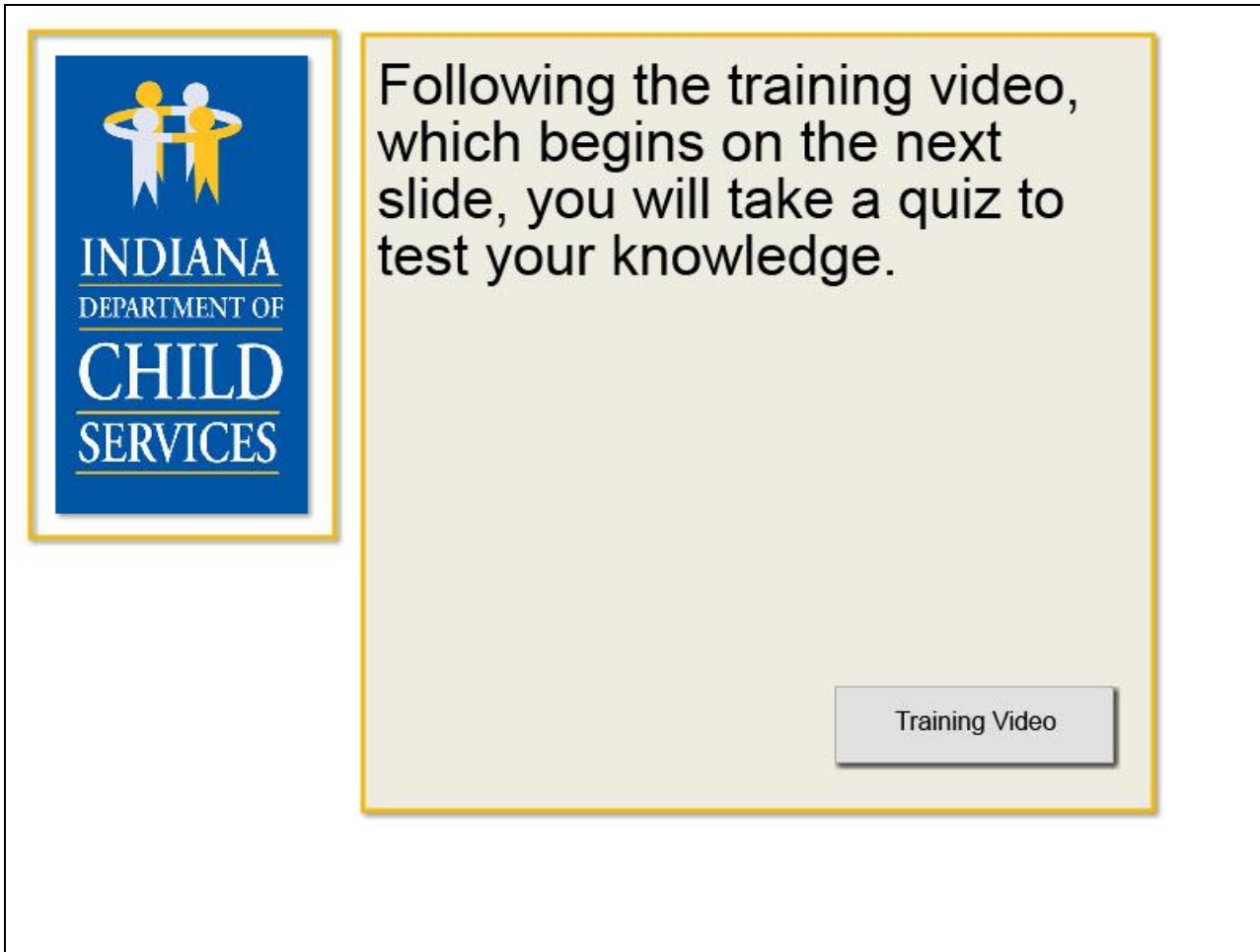
 
INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK

Next

Slide notes

Welcome to the New Worker 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 a large rectangle with a thin black border. On the left side, there is a blue square logo with a white and yellow graphic of two stylized figures holding hands. Below the graphic, the text "INDIANA DEPARTMENT OF CHILD SERVICES" is written in white, with "INDIANA" and "SERVICES" in a larger font. To the right of the logo, the text "Following the training video, which begins on the next slide, you will take a quiz to test your knowledge." is displayed in a black, sans-serif font. In the bottom right corner of the slide content area, there is a grey rectangular button with the text "Training Video" in a black, sans-serif font.

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

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 4 - Slide 4

Multiple Choice

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

1. The first step new employees must do before traveling and requesting reimbursement is _____.

- A. Gather receipts
- B. Enter information into KidTraks
- C. Register with the State as a vendor
- D. Complete their travel log

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 5 - Slide 5

Multiple Choice

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

2. Expense reports must be submitted within _____ days from the first day of travel.

- A. 15
- B. 30
- C. 45
- D. 60

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 6 - Slide 6

Multiple Choice

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

3. Mileage is computed and reimbursed using _____.

- A. The shortest time
- B. The longest time
- C. The shortest distance
- D. The longest distance

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. Where can you check the status of a pending expense report?

- A. Finding Existing Value
- B. Adding New Value
- C. Add Local Mileage
- D. Add Non-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 8 - Slide 8

Multiple Choice

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

5. When renting a car, who calculates the rental versus mileage reimbursement?

- A. Employee
- B. Supervisor
- C. Travel Coordinator
- D. IDOA Coordinator

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





New Worker
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 New Worker DCS Travel Services Expense Reimbursement Training. ELM will reflect your completion in 24 to 48 hours.