



The Source

Your need to know info for 9/1



Travel Information

While HHS agencies share a common travel policy, there are differences in processes.

If you travel for your job, take the following action to ensure a smooth travel transition to HHSC.



Action

- Pay close attention to your current agency's cut-off dates for getting reimbursed for FY17 travel. After these cut-off dates, you will need to submit for reimbursement using HHSC processes.

- DADS cut-off: August 11
- DFPS cut-off: August 11
- DSHS cut-off: August 7

- Visit the [HHS Transformation website](#) to see how HHSC's travel processes are different from those of your current agency.

- Check the website regularly. More information will be added when its available, including different travel scenarios you might encounter and instructions for how to handle.

- Be on the lookout for a **Source** email about eTravel training. The email will let you know when you can start taking the training.*

** Note that DFPS staff do not have to retake eTravel training.*



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