

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Travel Approvals

Inter-Bureau Procedure #98-05-44

Authority: Raymond B. Wingerd, Chief Probation Officer
San Bernardino County Travel Policy 13.0650

Narrative:

Any travel by departmental staff for county business either within or outside the state must have specific approval depending on the circumstances of the nature of travel. The following outlines the various requirements:

Travel outside of California must be approved by the County Administrator Officer. Requests for such travel shall be submitted to the County Administrative Office in triplicate on a standard "Travel Request" form, unless approved in the Department's budget.

The appointing authority or designee is authorized to approve necessary trips within in the State of California and use of a County vehicle, or private vehicle consistent with mileage allowance. The Department shall maintain for one (1) year, record of where and when official travel was performed.

The appointing authority, or the designated representative, shall initiate travel request. The County Administrative Officer and the Auditor-Controller shall be notified of all such designated representatives.

Authorization for attendance at meetings will be considered in accordance with the following guidelines:

1. Authorization may be granted when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of attendance.
2. Authorization for attendance without expense reimbursement, but on county time, may be granted when the officer or employee is engaged on the County's behalf, but from which the gain will insure principally to the benefits of the one in attendance and only incidentally to the County.

Issued By: P. JOSEPH LENZ, Deputy Chief Probation Officer
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