

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Inter-Bureau Procedure #98-05-45 – Travel Expense Advances

Authority: Raymond B. Wingerd, Chief Probation Officer

Narrative:

On occasion it will/may be necessary to acquire additional travel funds in advance of actual travel. The conditions and availability of these funds are outlined on the Request for Travel Expense Advance Form #16-17594-000 Rev. 5/90 (attached).

Refer to the Memorandum of Understanding (MOU) for specific provisions and limitations.

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