3-05/030.05 - Travel and Expense Approval Procedure

Persons planning to attend events such as meetings, conventions, conferences, business, or legislative travel and who desire to claim reimbursement for the expenses involved, **must obtain approval prior** to filing a reimbursement claim.

Requests for travel to such events and the authorization to claim reimbursement shall be submitted to unit commanders on a memo (SH-AD-32A) along with the Training Approval Request (SH-AD-591). Approval by the concerned assistant sheriff is necessary prior to forwarding to Fiscal Administration. **The request should be processed at least six weeks in advance of the event.** All travel (airfare, hotel, and car rental) must be booked through the county's contract travel agency, with no exception.

The following criteria shall apply on all requests for travel:

- Attendance at conferences, etc., shall be restricted to one Department representative unless there is overwhelming justification for additional attendees. Such justification shall be stated in the request; and
- The purpose of the trip must be directly related to Department operations and the information gained must be of substantial benefit to the county.

The request for travel shall include the following information:

- Title and location of the meeting, conference, convention, etc.;
- The specific organization, Department assignment, etc., which required the trip;
- Date(s) of the meeting;
- Means of transportation;
- Time of departure and time of return;
- Whether or not a travel advance is requested for expenses;
- Whether or not the request is to attend includes salary or reimbursement for meals, lodging, transportation, registration, or other fees; and
- Benefit to the county and the Department.