3-05/030.10 - Travel-Salary Only Approval Procedures

Persons planning to attend events such as meetings, conventions, conferences, or business in which an agency, organization, or other private company or corporation or any of their representatives assume all expenses to or from and while attending such event, and who desire to be allowed their regular salary, shall submit a request for **"Salary Only Travel"** to the concerned division chief or division director, through channels, in a memo (SH-AD-32A) **at least 30 days in advance of the trip**. Approval by the concerned assistant sheriff is required prior to forwarding to Fiscal Administration.

In addition to the criteria which applies to all travel requests, as listed under section 3-05/030.05, justification for **"Salary Only Travel"** shall include the following information:

- Title and sponsor of meeting, convention, conference, etc.;
- Topics to be reviewed and/or discussed;
- The agency, organization, private company or corporation, or person paying for expenses incurred on the trip; and
- Benefit to the county and the Department.

On a one-day trip within the state of California, Fiscal Administration will notify the requestor of the approval of the trip and file the request.