3-05/030.15 - Travel Expense Advances Including Airline Tickets

Pursuant to the Los Angeles County Fiscal Manual's policy on travel advances, section 13.10.0, county departments are discouraged from providing employees with travel advances. Therefore, the Department will discontinue the practice of issuing travel advances with minimal exceptions which will be reviewed on a case-by-case basis. The travel and training memo should include the reason for a hardship travel advance.

When airline tickets are required, the requestor will coordinate with the county's contract travel agency. The time and place of departure should be noted on the original travel request.