3-05/030.25 - Transportation of Prisoners Out-Of-County

Deputies assigned to Transportation Bureau may claim allowed expenses when transporting prisoners to or from locations outside Los Angeles County as follows:

- Obtain and complete (in duplicate) Receipt Form (SH CR 175) and mark Request for Advance Money; and
- Present the completed request for funds to Fiscal Administration upon approval by the division chief or division director.

One week after completion of the trip, an immediate accounting of funds expended shall be made by furnishing the following to the unit commander for review and approval prior to submission to Fiscal Administration:

- One copy of the Transportation Route Sheet (SH-AD-162);
- The original Transportation Order (SH-CR-274);
- Receipts for all monies spent for hotels and meals;
- Receipts for any miscellaneous expenses shall be submitted whenever possible; and
- A completed Expense Claim (76E928), in duplicate, approved by the unit commander.