# 3-05/030.35 - Transportation To/From Catalina Island

Members of the Department traveling to Catalina Island on official business shall have prior approval by their unit commander.

Upon authorization, assigned personnel shall contact Aero Bureau to determine the feasibility of transportation by any scheduled Department aircraft that may accommodate personnel. Aero Bureau will also determine the financial feasibility of a Department flight versus a commercial flight.

If a Department flight is not deemed appropriate or available, personnel shall submit to Fiscal Administration an SH-AD-32A signed by their unit commander indicating the dates and purpose of the trip and the number of boat or helicopter tickets desired. Fiscal Administration shall arrange for tickets with the Auditor-Controller's Transportation Section.

The individual's watch commander shall advise the watch commander at Avalon Station that a member of his unit is authorized to travel to Catalina Island. A log noting the approval of travel shall be maintained by the watch commander at Avalon Station and shall contain the following information:

- Date and departure time of air/ship travel;
- Unit and name of person authorizing the trip; and
- Name of person making the trip.