3-05/030.50 - Temporary Assignment Expenses

Employees permanently assigned to duty on Catalina Island and north county areas may be allowed meals and lodging when ordered to temporary duty elsewhere in the county. Employees may also be given the same consideration when permanently assigned to other locations within the county and are assigned temporary duty to the above locations.

When meals and lodging for such employees have not been provided at county facilities, employees desirous of claiming expenses for meals and lodging must submit an expense claim in accordance with the provisions of section 3â€‘05/030.20. A travel request is not required for temporary assignments.

Temporary duty, in cases of meals and lodging claims, is defined as assignment to a duty location other than the permanent assignment, provided such persons are required to remain at the temporary work location overnight. Not included in temporary assignments are such activities as court appearances and Internal Affairs interviews.