0020 - OUT-OF-COUNTY TRAINING, MEETINGS, CONVENTIONS, CONFERENCES, BUSINESS, OR LEGISLATIVE TRAVEL PROTOCOL

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0020**
Subject:	OUT-OF-COUNTY TRAINING, MEETINGS, CONVENTIONS, CONFERENCES, BUSINESS, OR LEGISLATIVE TRAVEL PROTOCOL

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

PURPOSE:

To provide a protocol for a timely and efficient response with appropriate travel arrangements and expenses for Special Victims Bureau personnel conducting out of County training, meetings, conventions, conferences, business or legislative travel.

POLICY:

I. Travel Expense Advances for Non-Criminal Matters: Persons planning to attend events such as training, meetings, conventions, conferences, business or legislative travel, and who desire to claim reimbursement for the expenses involved, must obtain approval from the Division Chief prior to attending the event.

Requests for travel to such events and authorization to claim reimbursement shall be submitted to the Unit Commander on a SHAD-32A (memo), SHAD-591 (see attachment). Approval by the concerned Division Chief is necessary prior to forwarding to Fiscal Administration. The request should be submitted at least six weeks in advance of the event.

A. The following criteria should apply on all requests for travel or training:

1. Conference travel, etc. shall be restricted to one departmental representative unless there is overwhelming justification for additional attendees. Such justification shall be stated in the request.

2. The purpose of the trip must be directly related to departmental operations and the information gained must be of substantial benefit to the county.

B. The request for travel shall include the following information:

1. Name of requester.

2. Title and location of the meeting, conference, convention, etc.

3. The specific organization, departmental assignment, etc., which require the trip.

4. Date(s) of the meeting/training.

5. Means of transportation.

6. Time of departure and time of return.

7. Whether or not a travel advance is requested for expenses.

8. Whether the travel request is to attend only or also includes salary, or registration or other fees.

9. Benefit to County and the Department.

10. No overtime will be expended for this training.

II. When authorization is granted by the Unit Commander or Division Headquarters, the Travel Training Unit will notify the traveling employee personally by electronic mail. The operations professional staff shall then provide the following:

A. Obtain reservations for transportation, lodging, and other travel expenses via authorized travel management service agent (Travel Store at 877-454-8785.

B. Provide a full itinerary for the traveling employee.

III. The traveling employee shall be responsible for maintaining accurate records or logs of all expenses and return to the operations professional staff any receipts and unspent monies immediately upon their return. An Expense Claim form 76E928 (see sample attachment 4) shall also be submitted by the traveling employee within five (5) business days of their return.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau