

Travel and Claims Handling

211.1 PURPOSE AND SCOPE

This policy sets forth general policies and procedures for In-County and Out-of-County travel.

211.2 POLICY

It is the policy of the San Diego Probation Department that travel at the expense of the County of San Diego must result in tangible benefits. [Article XXVIa](#) Sections 470 through 485 of the County Administrative Code, [Board of Supervisors Policy D-7](#), and [Administrative Manual Item 0200-01](#) provide the authority and policies for reimbursing staff members for approved In-County and Out-of-County travel expenses, including non-travel expenses. Procedures and instructions for requesting and claiming travel expenses are issued by the Auditor and the Department as required.

- (a) Travel Out-of-County: All travel on official County business outside the boundaries of the County must be authorized by one of the following: the Board of Supervisors, Chief Administrative Officer, Chief Probation Officer, or a court order. The Chief Probation Officer may delegate signatory and approval authority to Executive Management level staff within the department. Trips within the State of California where no expense is involved, other than salary, or trips which will not exceed 60 hours (and no more than two (2) nights lodging or eight (8) meals will be required) must be authorized by the Chief Probation Officer in advance of the trip. All other trips, including out-of-state or out-of-country, must be approved by the Board of Supervisors, either in the approved Travel Program or in advance of the trip.
- (b) In-County Travel and Non-Travel: In-County travel or non-travel activity which results in expense to the County and/or time off the job must be authorized by the Chief Probation Officer or its authorized designee. This includes off-the-job conferences and training.
- (c) Court-Ordered Travel: Individual court orders authorize various trips both in and out of state. Also, a court order dated December 30, 1966 authorizes the transportation of clients on out-of-county pre-placement visits; and an order dated May 15, 1956 authorizes the County Treasurer to pay necessary traveling expenses for the Probation Officer or their representative to visit institutions where clients have been committed. Administrative procedures apply only to discretionary County business travel. While established internal procedures for operational travel will apply, such internal procedures are still subject to the provisions of [Article XXVIa](#) unless otherwise specified.

211.3 REFERENCES

Last Reviewed	8/26/2026
Last Revised	8/26/2026
Polices/Procedures	

San Diego County Probation Department

Administrative Services Policy Manual

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Attachments/Links

[ARTICLE XXVIa OUT-OF-COUNTY//IN-COUNTY BUSINESS*](#)

[Board of Supervisors Policy D-7](#)

[Administrative Manual Item 0200-01](#)