
Travel

211.1 PURPOSE AND SCOPE

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

211.2 APPLICABILITY

This Section applies to all departmental employees.

211.3 POLICY

It is the policy of the Probation Department that travel at the expense of the County of San Diego must result intangible benefits. Article XXVIa Sections 470 through 485 of the County Administrative Code provide the authority and policies for reimbursing employees 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 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) will be authorized by the Chief Probation Officer. 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 wards 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 his/her representative to visit institutions where wards of the court 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.