



OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

No.: III-B-1-2.2

Page 1 of 1 pages

Date: 9-30-86

By: *Arthur M. Keener*

Effective: 10-10-86

Approved by: *Anthony Bellanca*

Division General Accounting

SUBJECT Prior Authorization Requirement for Payment/Reimbursement of Travel Expenses

- I. PURPOSE: To establish supporting document requirements to accompany reimbursement requests for travel performed in accordance with Section 308, Division 3, Article 1, Code of Administrative Regulations.
- II. SCOPE: Payment/reimbursement for County officers, employees and other authorized payees.
- III. POLICY: To pay/reimburse for travel when approved authorization and conformance to the above regulation has been established.
- IV. PROCEDURE:
 - A. Board of Supervisors approval is required for out of state trips to attend scheduled meetings, conventions, conferences or seminars. Such claims must be accompanied by evidence reflecting proper Board authorization.
 1. Authorization must be in conformance with Section 308-A, Code of Administrative Regulations.
 2. Educational benefits must be in accordance with Board of Supervisors Policy Number C-7. Claims for cost of tuition/registration fees, travel expenses, meals, lodging, books and related material expense, etc. must be accompanied by evidence of cost and approval reflecting proper Board of Supervisors, Department Head, Administrative Officer, and Personnel Director authorizations.
 - B. County Administrative Officer approval is required for all travel claims over \$500 per person, to attend scheduled meetings, conventions, conferences or seminars out of the County, but within the state and requiring overnight stay. Such claims must be accompanied by evidence of approval by the County Administrative Officer in accordance with Section 308-B, Code of Administrative Regulations and Policy Number C-7, County Policy Manual.
 - C. Department Head Approval is required for all other travel. Signature of the Department Head or his/her designated representative on a travel claim certifies that the travel was in conformance with regulations cited Section 308-C, Code of Administrative Regulations. All claims submitted under Section 308-C, in addition to required information, must state, by citing the applicable paragraph number of Section 308, which type of travel was involved, e.g. Authorization: 308-C-2
 - D. The Auditor-Controller shall refer to the County Administrative Officer travel reimbursement claims that are not in conformance with this regulation.

see following 308 sect also