



Health Services
LOS ANGELES COUNTY

POLICIES AND PROCEDURES

SUBJECT: TRAVEL CLAIMS

POLICY NO: 582

PURPOSE:

To outline County and Department policy regarding payment for travel on County business or for approved conferences or training sessions.

POLICY:

County employees, members of commissions and advisory boards, and consultants engaged to work for the Department, who are required to travel on business for the County, shall be reimbursed for travel expenses as authorized by the Board of Supervisors.

Travel claims may also be allowed for County employees to attend approved training seminars and continuing education programs, health-related conventions or conferences, meetings regarding legislation or regulations, meetings called by State and Federal government and/or meetings related to County programs and services (e.g., Management Council conferences).


GUIDELINES:

Travel request procedures and guidelines must be met and the appropriate management approvals obtained in advance. Cost estimates, travel and meeting itinerary, conference brochures and/or other informational materials are to be submitted as part of the approval process and in accordance with the provisions of the Los Angeles County Administrative Code and the Auditor-Controller's fiscal procedures.

Travel claims of County employees, members of commissions and advisory boards, and consultants engaged to work for the Department, who are required to travel on business for the County are to submit such claims in accordance with the provisions of the Los Angeles County Administrative Code and the Auditor-Controller's fiscal procedures.

Travel claims submitted for reimbursement of costs for training, educational conferences and related travel expenses shall be limited, where applicable, to established rates.

Reimbursed training must be related to the employee's job, and is considered "related to the job" if its' primary purpose is to enable the employee to handle his/her present job more efficiently.

APPROVED BY: 
REVIEW DATES:

EFFECTIVE DATE: August 1, 2007
SUPERSEDES: March 1, 1988

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

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Attendance at conferences and educational training sessions is dependent upon meeting the needs of the service. It is the responsibility of the Department Head to assure that critical County services are maintained.

REFERENCES:

Los Angeles County Administrative Code, Chapter 5.40
Los Angeles County Fiscal Manual: Chapter 12, Los Angeles County Travel Policy
Fiscal Services Processing Procedures for Expense Claims/Registration Advance/Request for Approval of Training/Petty Cash Reimbursement

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