

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** TRAVEL REQUESTS**POLICY NO.** 582.1

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**PURPOSE::** To outline the departmental policy for trips taken as part of the travel program.**POLICY::** Department employees may be allowed to travel in order to meet legal requirements, maximize operating costs as a part of day-to-day business. Travel may also be allowed 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 Governments and/or meetings relating to County programs and services.

The Assistant Director, Administration and Finance has been designated to approve travel requests on behalf of the Director.

Travel to discuss legislation or regulation in any form must be cleared through Government Relations before processing to the Assistant Director, Administration, and Finance for approval.

Exceptions:

1. Salary only one-day travel within Los Angeles and an adjacent County can be approved by the appropriate Senior Manager.
2. This policy does not apply to the special salary only travel for affiliated university and non-affiliated full- time physicians.

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**EFFECTIVE DATE:** Aug 15, 1987**SUPERCEDES:** December 1, 1980**APPROVED:** Signature on File