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.4 Travel Authorizations

- **.4.1 One Day Trips**

Out of county travel on one day trips shall not require a travel request in situations where all of the following provisions apply:

- A. Where the travel performed is required by the Department in the performance of its primary function and is in the course of the individual's regularly assigned duties;
- B. Where the maximum duration of the trip is one day;
- C. Mileage expense and other necessary expenses for one day trips authorized by the department head shall be reimbursed in the same manner as claims for intra-county mileage.

- **.4.2 Education and Training**

The Board of Supervisors recognizes the responsibility of the County to further the education and training of county employees if such education and training is necessary and will yield benefits to the county in the form of increased efficiency and quality of work. Requests for approval of travel expense, registration fees, tuition, etc., for attendance at specialized training courses, workshops or seminars located in areas outside the county shall be granted by the department head only if such training is beneficial to the employee's performance of his duties and directly related to the job in which he is currently employed.

- **.4.3 Authorization By Department Head or Board of Supervisors**

A. Requests for travel authorization shall be made to the department head prior to the time of travel. Out-of-state travel by a member of the Board of Supervisors shall be subject to prior approval by the Board at a regularly scheduled meeting and shall be presented as an agenda item.

B. Except as otherwise provided by law, no travel expense reimbursement shall be allowed to employees for attending conferences or conventions unless approval has first been obtained from the department head.

C. The estimated expenses shall be listed separately by categories (lodging, food, etc.) on the travel authorization form.

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.4.4 Law Enforcement

Law enforcement officials and employees shall be excluded from the necessity of filing and requesting travel authorization in the normal course of carrying out the official duties and responsibilities of law enforcement. This section does not apply to travel to seminars, training or other educational meetings or classes.

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