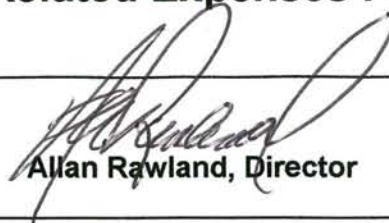


**County of San Bernardino
Department of Behavioral Health**

Reimbursement for Travel and Related Expenses Policy

Effective Date 07/94
Revision Date 01/03/07



Allan Rawland, Director

Policy The County of San Bernardino will reimburse the reasonable and necessary County business-related travel expenses of employees authorized to travel on County business. Volunteers and non-county employees are included in travel reimbursement if the County has asked them to travel as part of official County business. **The employee's supervisor must approve all employee travel on official County business in advance.**

County Requirements All employees claiming reimbursement for private automobile mileage must have a valid California Drivers' License and carry vehicle liability insurance as required by the County of San Bernardino. **The County does not provide insurance for private vehicles used on County business. The vehicle owner is responsible for personal liability and property damage insurance.**

Purpose To inform employees of the County's policy regarding reimbursement for business related travel.

Claim Submission [Travel Expenditures and Claim for Payment](#) form ([instructions](#) to complete form are included with form) must be completed for reimbursement of expenses related to travel on approved County business. Use the appropriate form for your cost center; ADS or MLH. If approved for personal cell phone use to conduct County business, submit charges with the travel claim. If the bill is printed off the Internet, write in ink "Only Copy Available" and initial on the first page of the cell phone bill.

Requests for expense reimbursement should be prepared for the entire month and submitted at the beginning of the next month. The amount claimed should be at least twenty-five dollars (\$25.00). If the amount claimable for any month is less than \$25.00, hold submission of the claim and continue recording the next month's expenses until the amount is at least twenty-five dollars (\$25.00). The end of the fiscal year is the only time the Auditor Controller's Office will process a claim under \$25.00, unless an employee is leaving the department. Claims older than 14 months will not be processed.

County of San Bernardino

Department of Behavioral Health

Claim Processing

The processing of claims is handled as stated in the table below:

Step	Action
1	Employee completes the claim form and submits it to the immediate supervisor. Form should be signed and dated.
2	The immediate supervisor reviews the claim form and initials next to the employee's signature.
3	The immediate supervisor forwards the claim form to his/her supervisor for approval, if applicable.
4	The claim form is forwarded to the appropriate Deputy Director for approval and signature.
5	The Deputy Director reviews and approves the claim and sends it to Fiscal Services for coding and computation.
6	Fiscal Services will complete the review and make the necessary computations. If errors are identified, the claim will be redirected to the employee through the chain of command.
7	If there are no errors on the claim form, Fiscal Services will submit the claim form to the Auditor/Controller's office for processing of the actual warrant.

Reimbursable Expenses

The County will reimburse employees for the following expenses when they travel on official County business:

- Mileage (refer to the MOU for specific information on claiming mileage)
- Meals (refer to MOU for allowable amounts)
- Parking fees
- Taxi fees
- Cell phone charges

All receipts for expenses must be submitted with the claim for reimbursement.

Non-Reimbursable Expenses

The County will not reimburse employees for the following:

- Personal expenses
- Alcoholic beverages
- Movie charges
- Inclusion of another person's charges
- Complimentary services
- Charges paid for by another person
- Meals that are in conjunction with a regular day of work
- Mileage for travel from home if it is a regular assignment