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SAN BERNARDINO COUNTY | Behavioral Health

Travel Approval and Expense Reimbursement Procedure

Effective Date	07/01/1994	Signed by: Joshua Dugas 5A92D5B2822A4C7
Revised Date	09/15/2026	Joshua Dugas, MBA, REHS Acting Director

Purpose

To provide instruction to the DBH workforce on the process for travel approval and expense reimbursement for travel necessary to conduct County business.

Travel within California

All requests for travel within California need to be submitted prior to travel **(30 days prior for travel within the county, 60 days for travel outside of the county)**.

The table below describes the process to request approval for travel within California:

Role	Responsibility
Employee/ Support Staff	• Complete an interoffice memo that includes the justification to travel; • Complete a **Travel Request and Travel Expense Report** (BOP040) (located on DBH intranet) and attach any pertinent supporting material to the request (meeting agenda, conference brochure, hotel costs, etc.); • If a credit card is needed, see "Temporary Credit Card Usage" section below, and • If flight arrangements are needed, obtain flight reservation itinerary from airline website and submit with the travel request.
Supervisor	Review request and determine if approved or rejected then proceed as follows, if: **Approved:** Sign the travel request and forward up through the chain of command to the Deputy Director for approval. ***Note***: Travel Requests must escalate two layers of approvals. As such, PMII's, SPM's and DD's may be subject to Director's Office Approvals **Rejected:** Notify employee

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Travel within California, continued

Role	• Responsibility
Deputy Director Delegated Authority / Support Staff	Review request and determine if approved or rejected then proceed as follows, if: **Approved:** • The travel request is forwarded to Fiscal to alert them that travel has been authorized, and • Reimbursement is to be granted upon submission of the proper documents and receipts. **Rejected:** Notify Supervisor

Blanket Approvals

The following blanket approvals have been granted by the Board of Supervisors for specific situations:

- Out-of-state travel via County car or private vehicle to Arizona and Nevada for DBH employees conducting official County business, except for attending trainings, meetings, or conferences;
- Overnight stays in Trona, Needles, and sites in the Colorado River area, and
- Overnight retention of a County vehicle for:
  - Carpool/vanpool drivers;
  - Fraud investigators, and
  - Employees who have a special circumstance approved by management.

Out-of-State Travel Requests

The table below describes the process to request approval for travel Out-of-State:

Role	Responsibility
Employee/ Support Staff	• Ensure that the start date of the out-of-state travel allows for the required 120-day notice; • Submit a **Travel Request and Travel Expense Report** (BOP040) with supporting material to the immediate supervisor; • Complete an interoffice memo that includes the justification to travel out-of-state, and • If the out-of-state travel is required for attending a conference or training, please refer to the **Training Tuition Reimbursement Policy** (TRA8006) and **Training Tuition Reimbursement Procedure** (TRA8006-1)

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Out-of-State Travel Requests, continued

<table>
<tr><td>Supervisor</td><td>Review travel request and determine if approved or rejected then proceed as follows, if:
<table>
<tr><th>Approved</th><th>Rejected</th></tr>
<tr><td>Submit the justification memo with all applicable paperwork to the applicable Manager.
If Manager approves, Manager will initial next to supervisor.</td><td>Notify employee</td></tr>
</table></td></tr>
<tr><td>Deputy Director</td><td>Review the travel request and justification memo and determine if approved or rejected then proceed as follows, if:
<table>
<tr><th>Approved</th><th>Rejected</th></tr>
<tr><td>Sign request next to name, and
Executive Administrative Assistant I (EAAI) will route request up the chain as appropriate.</td><td>Return to supervisor</td></tr>
</table></td></tr>
<tr><td>Director</td><td>Review and determine if travel request is approved or rejected then proceed as follows, if:
<table>
<tr><th>Approved</th><th>Rejected</th></tr>
<tr><td>Initial request next to name, and
Executive Administrative Assistant III (EAAIII) will route the request to the CAO contact for approval.</td><td>Return request to Program Manager II</td></tr>
</table></td></tr>
<tr><td>CAO</td><td>Review and approve or reject request.
Notify DBH of approval or rejection.
EAAIII will advise if CAO approved or rejected request and will provide the EAAII with a copy.</td></tr>
</table>

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Mileage Claim Processing

The table below describes the procedure for processing of mileage claims:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Employee completes the Travel Request and Travel Expense Report (BOP040) and sign, dates, and submits it to the immediate supervisor for approval/rejection.</td></tr>
<tr><td>2</td><td>The immediate supervisor reviews the claim form and if approved, initials next to the employee’s signature.</td></tr>
<tr><td>3</td><td>The immediate supervisor forwards the claim form to their supervisor/program manager for approval/rejection.</td></tr>
<tr><td>4</td><td>The claim form is forwarded to the appropriate Deputy Director for approval/rejection and signature.</td></tr>
<tr><td>5</td><td>The Deputy Director reviews, and if:
<table>
<tr><th>Approved</th><th>Rejected</th></tr>
<tr><td>• Sends to Fiscal Services at DBH-FiscalServicesAP@dbh.sbcounty.gov</td><td>• Return request to Program Manager II</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Fiscal Services will complete the review and make the necessary computations. If errors are identified or if rejected during any of the above steps, the claim will be redirected to the employee through the chain of command.</td></tr>
<tr><td>7</td><td>If there are no errors on the claim form, Fiscal Services will submit the claim form to the Auditor/Controller’s office for payment via direct deposit.</td></tr>
</table>

Temporary Credit Card Usage

The table below describes the procedure for use of a temporary county credit card when necessary for travel:

<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>1</td><td>• Support staff will complete the Temporary Credit Card Issuance Record (located on the Auditor-Controller webpage or contact regional/program support staff) in full.

Note: Make sure to include appropriate numerical cost center and trip number.</td></tr>
<tr><td>2</td><td>• Request Deputy Director to Docusign the Assigned Visa Card - User Agreement Form (located on the Auditor-Controller webpage) as the Approving Authority.</td></tr>
<tr><td>3</td><td>• Once the credit card issuance is approved, the form will be returned to the employee, and
• The employee will pick up the credit card at the Auditor/Controller’s Office three (3) working days prior to expected departure date.</td></tr>
</table>

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Temporary Credit Card Usage, continued

Steps	Action
4	• The credit card must be returned to the Auditor/Controller's Office as soon as the employee returns, or the next business day, if the employee returns after 5:00 pm.
5	• Within seven (7) working days of return from the trip, a **Credit Card Justification Statement** (located on the Auditor/Controller webpage) must be completed. The justification statement must include: ○ Purpose of expense relating to County business; ○ Name of each participant; ○ Date expense incurred, and ○ Exact amount of expense • All original itemized receipts must be attached to the **Credit Card Justification Statement** when submitting for the next level of approval. ***Note***: The receipts should be taped to white sheets of paper.
6	• The **Credit Card Justification Statement** must be initialed by the Supervisor and/or Program Manager and sent to the Deputy Director for approval; • If the card was used by a Program Manager or above, the **Credit Card Justification Statement** will be sent to the Director's office for approval; • The final signed **Credit Card Justification Statement** must be sent to DBH Fiscal as an attachment to the **Travel Request and Travel Expense Report (BOP040),** and • After review of the **Credit Card Justification Statement**, Fiscal will submit to the Auditor/Controller's Office.

Referenced Policy, Procedure

DBH Standard Practice Manual:
- Travel Approval and Expense Reimbursement Policy (BOP3012)
- Training Tuition Reimbursement Policy (TRA8006)
- Training Tuition Reimbursement Procedure (TRA8006-1)

DBH Intranet:
- Travel Request and Travel Expense Report (BOP040)

Auditor-Controller SAP Forms:
- Credit Card Justification Statement
- Temporary Credit Card Issuance Record
- Assigned Visa Card - User Agreement Form

Reference(s)

- General Memorandum of Understanding (MOU), Expense Reimbursement Article, Sections 1 through 9