

County of San Bernardino Department of Behavioral Health

Travel Procedure

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 Allan Rawland, Director

Purpose To establish procedures for travel within California and out of the State that does not require the use of an Education Assistance Proposal (EAP). (i.e. CMHDA, Medi-Cal Policy, Directors Association, etc.) Travel must be necessary for DBH employees to carry out their job duties.

Travel within California To request approval for travel within California, follow the procedures below:

Role	Responsibility
Employee/ Secretary	<ul style="list-style-type: none"> • Complete a Travel Request and attach any pertinent back-up material to the request. • In the comments section of the form, the employee/ secretary will need to place the appropriate accounting codes for fiscal when necessary. • If a credit card is needed, see "Credit Card Usage" procedures below • If flight arrangements are needed, please download the appropriate schedules and submit with the travel request.
Supervisor	<ul style="list-style-type: none"> • If travel is approved, the immediate supervisor will initial the Travel Request and forward it up through the chain of command to the Deputy Director for approval. Note: <i>The Director's Office needs to only approve travel of Program Manager II's and Deputy Directors</i> • If travel is not approved, the immediate supervisor will notify the employee
Deputy Director	<ul style="list-style-type: none"> • Deputy Director will review the request • If the Travel Request is approved, the request form will be sent to Fiscal to alert them that travel has been authorized and reimbursement is to be granted upon submission of the proper documents and receipts.

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**Out-of-State
Travel
Requests**

To request approval for Out-of-State travel follow the procedures below:
Note: *All out of state travel requires at least a 45-day notice where possible.*

Role	Responsibility
Employee/ Secretary	<ul style="list-style-type: none"> • Submit a Travel Request with back-up material to the immediate supervisor • Complete a Justification To Travel Out-of-State Memo. • If the out-of-state travel is required due to attendance at a conference or training please refer to the Training and Tuition Reimbursement Policy
Supervisor	<ul style="list-style-type: none"> • Review request • If approved, submit the justification memo with all applicable paperwork to the Program Manager II. • If request is rejected, notify employee
Program Manager II	<ul style="list-style-type: none"> • Review the request and justification memo • Initial request • Submit to Deputy Director and/or Director
Director	<ul style="list-style-type: none"> • Review and approve or reject request • If approved, initial and send to CAO for final approval • If rejected, return request to Program Manager II
CAO	<ul style="list-style-type: none"> • Review and approve or reject request • Notify DBH of approval or rejection

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Credit Card Usage

If credit card is necessary for travel, follow the steps below:

Steps	Action
1	<ul style="list-style-type: none"> • Complete the Temporary Credit Card Issuance Form in full [Please see your regional/program secretary for this form.] • Use appropriate accounting codes.
2	<ul style="list-style-type: none"> • Have Supervisor, Program Manager and Deputy Director initial the Temporary Credit Card Issuance Form • Submit the form with the Travel Request and/or EAP to the Director for final approval
3	<ul style="list-style-type: none"> • Once the credit card issuance is approved, the form will be returned to the employee • The employee will pick up the credit card at the Auditor/ Controller's Office.
4	<ul style="list-style-type: none"> • Within three (3) working days of return from the trip, the credit card must be returned to the Auditor's Office.
5	<ul style="list-style-type: none"> • Within seven (7) working days of return from the trip, a VISA Justification Statement must be completed. The justification statement must include: <ul style="list-style-type: none"> ➤ Purpose of expense relating to County business ➤ Name of each participant ➤ Date expense incurred ➤ Exact amount of expense • All original receipts must be attached to the VISA Justification Statement when submitting for the next level of approval. • Note: <i>The receipts should be taped to white sheets of paper.</i>
6	<ul style="list-style-type: none"> • The VISA Justification Statement must then be initialed by the Supervisor and/or Program Manager and sent to the Deputy Director for approval. • Program Managers and above will send the Visa Justification Statement to the Director's office for approval. • The final signed Visa Justification Statement must then be sent to the Auditor/Controller's Office and a copy sent to DBH fiscal.