



**SAN BERNARDINO COUNTY
POLICY MANUAL**

No. 08-02

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EFFECTIVE DATE August 18, 2026

POLICY: TRAVEL MANAGEMENT

APPROVED

DAWN ROWE
Chairman, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the Board of Supervisors (Board) to manage travel in the most efficient and cost-effective manner, through uniform procedures that provide internal controls and balance the travel requirements of County operations and the County Traveler(s).

It is the intent of this policy to implement best practices that demonstrate transparency and accountability by using the most cost-effective rates and reasonable methods for the type of services needed, and by managing reimbursements according to provisions of the Memoranda of Understanding with employee bargaining units, County Code, or other specific Board action, and in compliance with Purchasing Department and Auditor-Controller requirements.

DEPARTMENTS AFFECTED

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, Board-Governed Entities

DEFINITIONS

Appointing Authority: The executive or administrative head of a department, division or agency.

County Business: Any activity directly related to the ordinary, necessary and required purposes and functions of the County.

County Traveler: Any of the following individuals traveling on County Business: County employee (including contract employees), Board-Governed Special District employee, County board/commission/committee member/trustee, or volunteer; and to the extent possible and feasible, witnesses, in-custody persons, patients, and authorized contractors or consultants who pursuant to a contract for services is traveling at the expense of the County. County Traveler does not include individuals who travel for any public entity that is not governed by the Board of Supervisors and where travel costs are paid for by that public entity.

POLICY AMPLIFICATION

The County has a fiduciary and ethical responsibility to manage and protect public funds when utilizing taxpayer dollars for transportation and other travel expenditures. County Travelers should travel only on County Business when necessary and when the Appointing Authority determines it to be in the best interest of the County. It is the responsibility of the Appointing Authority to determine the need for and approve each request to travel on County Business.

Appointing Authorities are responsible for developing internal procedures that reference and meet the intent of this policy and the associated standard practice(s).

Travel, including out-of-country travel not approved in accordance with County Policy No. 08-04 or other County policies, may render all related expenses ineligible for County payment or reimbursement.

LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted June 23, 2015 (Item Number 37)

Amended March 20, 2018 (Item Number 22); August 18, 2026 (Item No. XX)

REVIEW DATES

August 2031