



**SAN BERNARDINO COUNTY
POLICY MANUAL**

No. 08-04

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EFFECTIVE DATE August 18, 2026

POLICY: TRAVEL OUTSIDE OF THE UNITED STATES

APPROVED

DAWN ROWE
Chair, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the Board of Supervisors (Board) that travel outside of the United States for County Business can only be authorized with prior approval of the Board, with exceptions described in this policy.

DEPARTMENTS AFFECTED

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

International Trade Mission: Typically a mission wherein representatives from the County, led by the Economic Development Department, travel to another nation with the objective of promoting exports and fostering international trade relationships with other businesses and government entities. Such missions are paid for by the County and are strategically designed to enhance economic growth and establish a global presence, and may include state and federal officials, or officials of other

POLICY AMPLIFICATION

1. All travel on County Business by a County Traveler shall be fiscally prudent.
2. The County Traveler's department shall do its best to submit information for out-of-country travel for County Business to the County Administrative Office for review at least 45 days before the first day of travel. Notification shall be in the form of a Memo and include: the purpose of travel, dates, locations, County Travelers' names, employee IDs (if applicable), department name, estimated costs per category of travel, and the names of any external parties and their respective organizations that will be meeting the County. This shall apply to County Travelers whose travel is being paid by County and non-County funds, except when paid by another public entity or, as specified under the Exceptions section of this policy.
3. County Travelers shall seek Board approval for out-of-country travel before nonrefundable travel reservations and charges are incurred. If Board approval is not received for out of country travel for County Business, County funds shall not be used for the trip's expenses and the County Traveler may be personally responsible for all costs incurred, including reimbursements to the County for any non-refundable reservations charged to County resources.
4. Board consideration shall be contingent upon security considerations (physical, cyber, etc.) for the countries and territories where the travel will take place.
5. Departments shall notify the Sheriff/Coroner/Public Administrator and Innovation and Technology

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Department of their travel plans, via e-mail, for safety and security coordination, as early as possible. Notification shall be in the form of a memo and include the travel dates and locations, County travelers' names, employee IDs (if applicable), department, and the names of any external parties and their respective organizations that will be meeting County Travelers.

6. The Board shall approve no more than one International Trade Mission, led by the Economic Development Department, per fiscal year, due to the County costs (such as those related to costs for County employee work hours and travel expenses) involved.

This policy shall not apply to personal travel at an employee's personal expense in accordance with County Policy No. 08-02 SP1.

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

EXCEPTIONS

Authorization of law enforcement requests for travel outside the United States and Arrowhead Regional Medical Center requests for travel outside the United States pursuant to a patient care or discharge plan will be processed in accordance with the following travel authorization procedures:

1. The Appointing Authority or designee for a law enforcement department or Arrowhead Regional Medical Center shall initiate a request for travel outside the United States, submitting a Travel Request in the County's Travel and Expense System, which will route through automated workflow to the County Administrative Office.
2. For law enforcement investigations and Arrowhead Regional Medical Center travel for patient care, the Chief Executive Officer or designee must approve the travel outside the United States prior to the travel occurring.
 - For matters of law enforcement investigations, the Chief Executive Officer shall be notified as soon as possible of the travel, if prior approval is not possible

LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted November 23, 1992 (Item No. 51); June 23, 2015 (Item No. 37)

Amended March 20, 2018 (Item No. 22); May 23, 2023 (Item No. 108); August 18, 2026 (Item No. XX)

REVIEW DATES

August 2031