



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 08-04

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EFFECTIVE DATE May 23, 2023

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.

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 necessary and required purposes and functions of the County.

County Traveler – Any County employee, applicant, board/commission/committee member, volunteer, or authorized contractor or consultant that may be required to comply with this policy pursuant to a contract for professional services, traveling on County Business. To the extent possible and feasible, this policy is to be applied to witnesses, in-custody persons, and patients traveling at the expense of the County.

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:

- 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 completed Travel Request Form (TRF) and justification memorandum to the County Administrative Office.
- The Chief Executive Officer or designee must approve the travel outside the United States prior to the travel occurring.

LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted November 23, 1992 (Item Number 51); June 23, 2015 (Item Number 37)

Amended March 20, 2018 (Item Number 22); May 23, 2023

REVIEW DATES

May 2028