
Employee Travel Actions/Submission of Expense Claims

203.1 PURPOSE AND SCOPE

To set forth the policy with respect to travel actions and submission of expense claims. This policy applies to all employees.

203.2 AUTHORITY AND REFERENCES

- Board of Supervisors Policy D-1, D-2, and D-10;
- Policy 205 - Purchasing Authorization;
- Regulations Standard Practices Manual;
- Office of Auditor-Controller.

203.3 POLICY

Employees will be reimbursed for all approved out-of-pocket expenses incurred in the performance of assigned official duties.

203.4 PROCEDURE

The division managers will be responsible for determining the necessity for and the method of travel with due regard for minimizing the cost of travel, by maximizing use of county vehicles, whenever possible, and verifying the legitimacy of all claims for reimbursement pursuant to Riverside County Board of Supervisor policies, D-1, D-2, and D-10.

The Authorization for Outside Training and Travel form (AOTT) serves as a request for travel, training, and related purchases. The instructions for completion and submission are located on the back of the form, which is attached.

Date last reviewed: 05/09/2022

Date(s) revised: 05/09/2022; and 01/02/2002.

Created: 08/15/1987

Attachments:

1. [General Form 30 - Authorization to Drive Riverside County Vehicle](#)
2. [Expense Reimbursement Form](#)
3. [AOTT](#)
4. [Riverside County Board of Supervisors Policy D-1](#)

Riverside County Probation Department

Policy Manual

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5. [Riverside County Board of Supervisors Policy D-2](#)
6. [Riverside County Board of Supervisors Policy D-10](#)