

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 7/14/76

REVISED: 9/13/95

SUBJECT: Requesting Out-of-County or
Out-of-State Travel

PAGE: 1 of 1

Employee work assignments may occasionally require travel outside the county or state, and approval for such official business travel must be requested and obtained in advance.

The San Diego County Office of Education's accounting system for leaves of absence includes provision for recording time away from the work site for out-of-county or out-of-state official business travel. This system has been developed to protect employee/employer liability in case of accident while on authorized travel and to ensure that the County Superintendent of Schools may contact a traveling employee should the need arise.

In order to be approved, travel must clearly be necessary to the effective operation of the program and services of the County Superintendent of Schools, the objectives of the employees's assignment, and/or the provision of professional growth opportunities related to the employee's work plan. It is the responsibility of the employee to use sound professional judgment when requesting travel approval. The employee's division assistant superintendent has the responsibility of monitoring travel requests to ensure that the employee's travel supports the statutory requirements of the County Superintendent of Schools, the San Diego County Office of Education's mission and goals, is within budgeted projections, and does not place undue hardship on the requesting employee or other staff.

The purpose of this administrative regulation is to maintain accurate records on employee travel.

1. Prior approval is required and a minimum of five (5) working days is recommended except in special circumstances. The requesting employee completes *Form No. 43, Activity Authorization and Travel Claim*.
2. Release time may be authorized for activities for which an employee provides services to an outside organization.

Board Policy No.: 3540

Derivation: Board Policy No. 4182, Adopted 7/14/76. Repealed 9/13/95.

Legal Reference: Education Code
1081