

Accounting

Travel and Travel Expenses

Employees of the Santa Clara County Office of Education who travel on behalf of the organization must follow Travel Expense guidelines. These guidelines are listed in AR 4170 (See Appendix E) and include:

1. Determining Authorization for Travel:
Written Justification and Approval.
Travel Outside Santa Clara County but within California. Travel Outside California
2. Job Related Justification
3. Pay Status:
Regularly Scheduled Workdays
Non-Work Days
4. Subsistence Expense:
Lodging, Meal Allowances
Incidental Expenses, Standard for Tips and Gratuities
5. Telephone Calls
6. Transportation
Private Transportation
Mileage Reimbursement, Car pooling, Public Transportation
7. Cash Advances
8. Travel Cost Reimbursement:
Documentation
Timelines