

**San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures**

<b>DATE:</b>	OCTOBER 1, 2008
<b>NUMBER:</b>	B.21
<b>SUBJECT:</b>	EMPLOYEE EXPENSE REIMBURSEMENT
<b>RELATED SECTIONS:</b>	ICW SD CO. CHARTER ART.VIII; SD CO. ADM. CODE ART III; GOVT. CODE 29601; DEPT P&P 6.69

PURPOSE

To establish guidelines providing reimbursement of staff for authorized expenses.

POLICY

Proper procedures are to be followed when reimbursing staff for expenses incurred.

PROCEDURE

- I. All employee reimbursements are governed by the San Diego County Charter, Article VIII; San Diego County Administrative Code, Article III; and other legal requirements, as well as procedures established by the Sheriff's Financial Services Division.
- II. Information concerning preparation of specific claims for expenses is to be obtained from the Sheriff's Financial Services Division.