

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Vanessa Portillo 12/08	Page: 1 of 1	Number: 3.5
	Reviewed by/Reviewed Date: CSA Exec Team 12/15/08	Replaces:	Category: Travel Related Distribution: All Staff
Title: CSA Purchasing Card and Travel Policy		Approved: 12/15/08	

Policy
 Procedure
 Guideline

Purpose

Performance of Stanislaus County business may necessitate periodic travel by County officials/employees beyond their offices or locations of normal work activities. The County shall pay for business expenses when reasonable, necessary and directly related to conducting business for the County of Stanislaus. County travelers shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact relate to and were necessary for conducting County business.

Definition

The County Travel Policy mandates and guidelines establish the basic foundation of rules and requirements that departments must follow. In order to meet certain federal and/or state subvention requirements, the Community Services Agency has established its own internal policy to comply with program guidance, approval process, and record keeping required by all of our funding agencies. All travel must be for business-related purposes. This may include, but is not limited to the following: conventions, conferences, training, seminars, and meetings. Travel to meet the legal obligations of the County and our Agency, which includes, but is not limited to, transportation and placement of clients, is also included in this category. Such travel expenses include meals, lodging, and transportation for both employees and clients being transported. Each employee is expected to exercise good judgment in incurring travel expenses.

Procedure

Please see [CSA Purchasing Card and Travel Policy Handbook](#) for details.