

(1-8) TRAVEL AUTHORIZATION

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Revision Date: ~~01/01/06~~05/07/13

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~~A.~~ Travel Authorization approved in advance by the Board of County Commissioners will be required for all travel that requires a budget amendment. ~~county employees under the following situations:~~

~~1. For all out-of-state travel.~~

~~B.A. If the total cost including meals, lodging, mileage, registration and incidental expenses will exceed \$1,000.00 per person.~~

~~C.B.~~ The travel authorization form is available on the forms directory of CAMAS ("[Travel Authorization](#)").

1. The expense of training/travel may be subject to reimbursement by the employee if they leave employment within a specific period of time following the event. In that event a "Training Reimbursement Agreement" will be completed.

~~D.C.~~ All Out-of-State prisoner transport is exempted from the requirement for travel authorization.