

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL**

Subject: **Trip Reports**

Number: F 5

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Approved:

Date: 01-09-04

I. PURPOSE

The purpose of this policy is to provide for the informative and concise sharing of information learned by staff when traveling to meetings and conferences, so that maximum benefit may be obtained from such attendance.

II. POLICY

All persons authorized to attend job-related conferences or meetings in non-general area counties, at full or partial county expense, shall prepare a written report summarizing information obtained from the event. Non-general area travel includes travel to areas other than Orange, San Bernardino, Riverside, Los Angeles, San Diego, Ventura, Imperial, Kern, and Santa Barbara counties. Trip reports may be required at the discretion of the supervisor for general area county travel, which includes Orange, San Bernardino, Riverside, Los Angeles, San Diego, Ventura, Imperial, Kern, and Santa Barbara counties.

III. PROCEDURE

- **A. Trip Authorization:** 2. General Area Counties Refer to SSA/Administrative Policies and Procedures Manual, P&P F 10, Travel and Reimbursement of Related Expenses. **B. Report Preparation:** **C. Distribution:** The employee shall send one copy of non-general area counties reports to their immediate supervisor (and, if required by their supervisor, general area counties reports). The Supervisor shall send non-general area counties reports up their chain of command to personnel to whom the employee feels the information would be pertinent. The internal file copy should include a list of all personnel to whom the report was routed or sent.
 - 1. Non-General Area Counties Travel to non-general area counties, with or without an overnight stay, requires approval by the Division Director and Agency Director, even if no cost is involved.
 - All travel, with no overnight stay, to general area counties, requires supervisory approval.
 - 1. Non-General Area Counties All persons authorized to attend job-related conferences or meetings in non-general area counties, at full or partial county expense, shall prepare a written report summarizing information obtained from the event. A general report shall be prepared for technical, as well as non-technical meetings. It should concisely describe the main content of the meeting or conference. Additionally, the report should contain basic information pertinent to the trip such as: date, place, participants, who organized and conducted the event, etc.
- 2. General Area Counties For general area counties travel, trip reports may be required at the discretion of the supervisor.