# OUT OF STATE TRAVEL POLICY 14,000.000

Scotts Bluff County Officials and employees may not travel out of state for any work-related purpose including training, conferences, seminars, or meetings unless they receive advance approval from the Board of Commissioners.

Before any travel arrangements are made, a written request must be submitted to the Board of Commissioners explaining the purpose of the trip, who will be attending, the benefit to the County, total estimated cost, whether the training or event is available online and provide printed documentation such as meeting agenda.

**Exceptions to this policy:**

- Detention Center and Sheriff's Office are exempt when traveling out of state when transporting detainees.
- WING and Criminal Investigators are exempt when out of state travel is necessary for conducting investigations, working cases, and case follow-ups.
- Out of state events less than 225 miles from your office and are a cheaper alternative to an in state event or online event. Online courses should always be chosen if available.

Out of state travel taken without prior Board approval will not be reimbursed by the County and may result in disciplinary action.