

Travel for CFWB Staff

(Revised 07/12/24)

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Forms

The following forms are referenced in this policy:

- 04-131 Out-of-County Court Order Travel Request (Operational)
- Discretionary Out of County Travel Reimbursement Form
- AUD-277A Mileage Form
- FMMN Forma Migratoria Multiple (issued by Mexican Immigration)
- DHR- 126 County of San Diego Authorization to Drive a Vehicle on County Business

Resources

The following resources are referenced in this policy:

- CFWB Travel Diagram
 - CFWB Travel Desk FAQs
 - Quick Reimbursement Checklist for Travelers
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Related Policies

Additional information can be found in the following policies:

- General Management System-County Vehicle Etiquette
 - Department of Human Resources Policy 1103
 - Auto Accidents
 - International Liaison Policy
 - Transporting Children Policy
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Operational Court Ordered Travel, Non-Court Ordered Travel, and Discretionary Travel

The table below describes the difference between operational court-ordered, operational non-court-ordered and discretionary travel, and their associated forms that are required for submission:

Type of Travel	Description	Required Form
Operational Court-Ordered	Requires an order from the Juvenile Court and may include travel required by law such as: <ul style="list-style-type: none">• supervision visits to STRTPs;• placement of dependents;• returning a dependent to the County• Travel related to dependents but dependents are not traveling	04-131
Operational Non-Court-Ordered	<ul style="list-style-type: none">• Pre-Placement visits of children with a potential caregiver• Placement of children with a caregiver• Contact visits as required by state regulations• Home evaluations for potential placements• Creating and maintaining permanency connections (visits with family/relatives)	04-131
Discretionary Travel	<ul style="list-style-type: none">• No dependents involved• Conferences, conventions, trainings, public hearings, etc., that have prior approval by PSS, Manager and Deputy Director (DD).	Out of County Travel Reimbursement Form-Travel Details Tab Excel Worksheet.

NOTE: Out of County travel must be submitted 10 business days in advance of travel. If the request cannot be submitted 10 days in advance, staff must provide justification to travel desk.

Types of Out of County Travel and Required Approvals

Travel outside the boundaries of San Diego County in the performance of County related business is considered Out of County travel.

The following table describes the types of travel and corresponding process of approval that is required for CFWB staff:

Type of Travel	Approval Needed
Multiple Day and Same Day Out of County, Operational Court ordered travel within the USA	PSS and Manager prior to trip with submission of 04-131 as soon as possible to the CFWB Travel Desk.
Multiple Day and Same Day Out of County Discretionary travel within the USA	<ul style="list-style-type: none"> • Complete the Travel Details Tab Excel Worksheet Out of County travel reimbursement form and email to the CFWB Travel Desk • Attach conference/training agenda and Manager’s and DD’s approval email to the Travel Desk <p>NOTE: Out of County travel reimbursement form does not have to be signed prior to sending the request to the travel desk. Upon return from the trip, if staff are listing expenses, they will sign the document by hand or using electronic time stamped signatures using the Adobe signature box via the “Prepare form” tool.</p>
All travel outside of the USA and its Territories	Special arrangements with the Consulate and social service agency of destination country must be made through the CFWB International Liaison at CCWSILO.HHSA@sdcounty.ca.gov. See section below on Travel outside the USA and US Territories.

For a diagram of the different types of CFWB-related travel with their corresponding approval request and reimbursement claims processes, click [here](#).

NOTE: Out of County travel must be submitted 10 business days in advance of travel. If the request cannot be submitted 10 days in advance, staff must provide justification to the travel desk.

Side Trips

While not encouraged, it is permissible for staff to use leave time at the trip destination for side trips. Staff planning side trips are personally responsible for payment for any travel and/or lodging arrangements related to the side trip. These arrangements must accommodate the travel itinerary prepared for County business.

Staff wanting to take a side trip will need to submit the completed signed travel form to the CFWB Travel Desk prior to arranging any personal travel.

The following table describes the staff actions needed for arranging side trips:

Step	Action
1	<ul style="list-style-type: none">• Obtain approval signatures on the completed 04-131 from the Manager.• The point in time the staff terminates County business and starts the side trip must be clearly identified on the travel request and subsequent travel expense claim worksheet.
2	<ul style="list-style-type: none">• After signatures, email the completed 04-131 to the CFWB Travel Desk and send the original signature document by interoffice mail to the Travel Desk at Mail Stop W473 within 10 working days prior to departure date.• Any substantial change in the approved travel request that involves a change of staff travel schedule, or the addition or deletion of side trips, must submit a new completed, signed travel request.• For operational court ordered and non-court ordered trips, enter side trip start and end date, time and destination on #13 of the 04-131.• For discretionary travel side trips, enter side trip start and end dates, start and end times, and destination are to be entered in the travel detail tab of the Out of County Travel Reimbursement form
3	<p>Upon completion of travel:</p> <p>Staff are required to state the exact times, start and end date of the side trip for on the reimbursement claim form worksheet in order to close out the paperwork. (This procedure is necessary for meeting fiscal audit requirements).</p>

NOTE: Late side trips cannot be processed due to costly travel impacts and delays caused for other timely requests.

During the time of the side trip, the County **holds no liability** for the staff.

Rental car usage on personal time: In order to meet fiscal requirements, rental cars used for side trips **must be charged separately to a personal credit card**. Side trips taken while on County business cannot be charged to County expense. The rental car used for County business must be returned to the rental agency prior to the start of the side trip. County vehicles cannot be used for side trips.

Travel Expense Reporting Requirements

The following table describes travel expense reporting requirements:

Type of Travel Expense	Reporting Requirements
Meals (except when claiming per diem rates), lodging, parking and tolls, etc.	Staff must keep all receipts and attach it to the corresponding reimbursement form (depending on the type of trip) upon return from trip.
Meals and Lodging on Per Diem Rates	<p>The County has established an allowable maximum amount for meals and lodging. These are listed in:</p> <ul style="list-style-type: none"> • Lines 31 through 48 of the County of San Diego Out of County Travel Reimbursement Form Instructions: Travel Details tab
Anticipated expenses on Per Diem Rates for Operational travel	Entered in the estimated columns of the CFWB 04-131 and actual expenses are to be recorded on the claim form provided by the CFWB Travel Desk after travel is complete. Staff may claim per diem rates. The dependents/Non Minor Dependents (NMD)s meals may be claimed up to Per Diem rates but must have separate original itemized receipts and original proof of payments attached.
Per Diem Expenses for Discretionary travel	<p>Employees traveling outside of the county for Discretionary travel, may claim per diem expenditures for the day (e.g. when out for the entire day) instead of reporting individual expenditures for meals.</p> <p>Include original itemized receipts for taxis, Uber/Lyft, shuttles, rental cars, etc. when claiming expenses.</p>

NOTE: For additional information on requirements for travel expenses refer to the Quick Reimbursement Checklist and [CFWB Travel Desk FAQs](#).

Advance Requests

- Advance payment requests must be submitted to the CFWB Travel Desk at least 15 working days prior to the travel along with the completed travel requests.
- Follow procedures for Types of Out of County Travel and their required approvals
- There will be no advances given for requested amounts under \$100.00 or same day travel.
- Staff who have requested and received an advance for travel must submit a reconciling claim form, original itemized expense receipts, and a check made out to the County of San Diego for any under spent portions of the reimbursement claim
 - The above must be submitted **within 24 hours of returning from the travel.**
 - Follow procedures for the Travel Expense Reporting Requirements.

NOTE: Any outstanding claim balances from previous travel will have to be settled prior to the issuance of new advances.

Same-Day Travel Expenses & Meal Taxability

The following table describes the expenses and meal taxability for different types of travel:

Type of Travel	Taxable expenses
Operational	<ul style="list-style-type: none">• Full payment will be issued via a separate check for expenses incurred• Meal taxes will be withheld on the staff paycheck• Only staff meals are taxed, dependents' meals are nontaxable.
Discretionary travel (Conferences, Workshops and Trainings), no CFWB case or dependent involvement	<ul style="list-style-type: none">• Meal tax will be deducted on the staff's Paycheck• Non-meal items will be issued on a separate check.

NOTE: Follow procedures for Travel Expense Reporting Requirements.

Procedure for Claiming Operational Out of County Travel Expenses

Follow these steps for claiming all operational Out of County travel expenses. Refer to the Quick Reimbursement Checklist and CFWB Travel Desk FAQs for claiming travel expenses:

Step	Action
1	Upon receipt of the 04-131 from the Travel Desk, save the Excel working document to a secured folder

Procedure for Claiming Operational Out of County Travel Expenses (cont.)

Step	Action
2	<p>Upon returning from the trip, retrieve soft copy version of the 04-131, enter all actual expenditures incurred on the trip, and the following:</p> <ul style="list-style-type: none"> • Save soft copy to a secured folder • Print completed 04-131 and gather signatures from the staff and Manager on #20. Obtain additional Manager signature on #19 if unusual cost is being claimed. Electronic time stamped signatures from Adobe are also acceptable. • Tape original itemized receipts in chronological order on a blank sheet of paper and attach it to the 04-131. Send signed 04-131 along with attached original itemized receipts to the Travel Desk at MS W473. • Keep copy of both for back up

NOTE: All claims that were initiated must be returned to the Travel Desk, including those where no expenses were incurred or when the trip was cancelled within 2 business days after return or trip cancellation.

Procedure for Claiming Staff Travel Expenses, Discretionary Travel

Follow these steps when claiming staff travel expenses related to discretionary travel for conferences, workshops, and trainings (no CFWB case/dependents involved). Refer to the Quick Reimbursement Checklist and CFWB Travel Desk FAQs for claiming travel expenses:

Step	Who	Action
1	Staff	<p>Upon return from the trip:</p> <ul style="list-style-type: none"> • Complete information on the report tab of the Out of County Travel Reimbursement form of the Excel worksheet, print, and sign line 52. Electronic time stamped signature from Adobe is also acceptable. • Attach all original itemized receipts and agenda of conference or meeting to the claim form • Make a copy of claim form and attachments for back up. • Send originals to the Travel Desk at Mail Stop W473. • Keep a copy of both for back up
2	Travel Desk	Obtain Director approval and forward to Fiscal

Air Travel and Rental Cars

The CFWB Travel Desk will be responsible for communicating with the travel agency and arranging for air travel. Submit the completed travel requests to the Travel Desk at least 10 working days prior to the travel date. This includes reservations for:

- flights
- Bus or Rail
- rental car, if necessary
- lodging, if necessary.

Follow procedures for Types of Out-of-County Travel and their required approvals.

If a rental car is needed, follow these procedures:

Step	Who	Action
1	Travel Desk	Reserve car per travel request. Reserve one car for County business only. NOTE: The staff is responsible for reserving a car for any personal side trip, which is to be pre-authorized. A personal rental car cannot be used for County business.
2	Staff	<ul style="list-style-type: none">• When picking up County rental car, do not purchase additional insurance.• If personal side trip is taken as planned (with prior approval and processed by the Travel Desk), staff shall first return the County rental car, and pick up the personal rental car at the point where the side trip begins• Use a personal ID and credit card for the side trip. The staff's personal credit card will be charged for the side trip. (<i>Insurance, rental charges and any other expenses will be out-of-pocket</i>).
3	Staff	Return car to the rental agency at end of county business per reservation or rental agreement. Obtain original itemized receipt showing proof of payment.

Bus Travel

Although travel by air is preferred, bus travel is sometimes necessary for clients. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk. Follow procedures for Types of Out-of-County Travel and their required approvals.

County Vehicle Use

CFWB/HHSA staff will adhere to all County of San Diego vehicle usage policies. Staff should refer to applicable policies, procedures and responsibilities governing the operation of a County vehicle. It is the responsibility of County staff to be familiar with these policies. See Department of Human Resources policy 1103 for a more detailed explanation of vehicle use policy.

In summary, County vehicle use policy requires that:

- Every staff or volunteer who operates a County vehicle or a personal vehicle on County business must:
 - be at least 18 years of age
 - maintain a valid California driver's license
 - complete an Authorization to Drive a Vehicle on County Business form.
- The authorization form will be approved by the appointing authority, or their designee, and forwarded to the Dept. of Human Resources, Risk Management Division at MS O-76.
- The County will use the State of California DMV Pull notice program to obtain automatic update information about the driving records of all authorized drivers. (HHSA will be notified if driving privileges are revoked.)
- Drivers are responsible for any violations of law including fines and court appearances.

A limited number of County cars are assigned for each CFWB office location. County vehicle use is on a first-come, first-serve basis, unless otherwise specified by the individual office. There are some cars available for Out of County travel, or arrangements can be made with County Operations to borrow a car.

General guidance for daily use of County vehicles is included in the vehicle user's packet found in the County vehicles. Each office maintains a check in/out system.

All San Diego County staff are insured under the County's self-insurance when County vehicles are being used in the service of the County. This coverage is limited to Property Damage, Liability and Bodily Injury (including passenger injury). It is applicable as primary coverage when the staff is driving a County vehicle. For out of County travel, follow procedures for Types of Out-of-County Travel and their required approvals. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk.

County Car Use Requirements for Travel to Mexico

Only one County car (which includes other departments and agencies within the County of San Diego) has blanket insurance coverage per day outside the U.S. Only this designated County vehicle is allowed to travel outside the U.S to Mexico.

- The designated County car is located at Polinsky Children's Center and staff will use their internal office procedure to sign out the car
 - Prior to traveling to Mexico, a Tourist Vehicle Identification Card must be completed by the program's vehicle coordinator and submitted to the Insurance Coordinator, DHR Risk Management Division at mail stop O-76 for each County vehicle.
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**County Car Use
Requirements for
Travel to Mexico
(cont.)**

- The tourist vehicle ID card should be in the car at all times and a copy can be provided to the ILO.
- For additional instruction on filling out the Tourist Vehicle Identification card, click on (Instructions).

NOTE: The ILO does not hold the tourist vehicle ID card.

Submit fleet maintenance requests and inquiries to the Help line at 619-578-6262. The CFWB staff must also carry a "Travel Authorization to Mexico" letter addressed to the United States Customs and Border Protection and presented to Immigration officials when crossing the border. The letter should consist of the following:

- County Letterhead.
- Indicate that the traveler (or travelers) is a staff of the County of San Diego, Health and Human Services Agency, and has been authorized to travel to Mexico.
- Date of travel and return
- SW's County ID number and the purpose of the visit to Mexico
- All identifying vehicle information such as vehicle year, model, license plate, and VIN number.
- Authorizing supervisor and/or manger's name, contact information and signature.

**Parking County
Vehicles at Staff
Residence**

When attending a conference/seminar or transporting a client outside the county a CFWB staff may find it necessary to park a County car overnight at their residence prior to the business trip or following it.

An email/memo will be sent to the Manager requesting prior approval for overnight parking. Overnight parking at the staff's residence will take place only upon prior approval of the manager.

Follow procedures for Types of Out-of-County Travel and their required approvals. Submit the completed travel requests **at least 10 working days** prior to the travel date to the CFWB Travel Desk.

**Responsibility and
Vehicle Etiquette**

County cars are under scrutiny. Therefore, good driving habits are expected. There is no immunity in a county car including toll roads and parking. Any penalties, violations or citations issued in the staff's name will be their own responsibility.

The county staff will follow guidelines as stipulated by the County GMS (General Management System - County Vehicle Etiquette) in the use of County vehicles.

Smoking is prohibited in County cars.

For Out- of- County travel, follow procedures for Types of Out-of-County Travel and their required approvals. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk.

Accidents

Any accident with a County car involving damage or injury requires the same procedures if one were driving a personal vehicle. The County staff will follow the steps found in the Auto Accidents policy.

NOTE: Do not admit liability. This is the insurance company's responsibility to determine.

Procedure for Obtaining County Cars

Follow these steps to obtain a County car for out-of-county travel:

Step	Action
1	<ul style="list-style-type: none">Obtain permission from PSS.
2	<ul style="list-style-type: none">Contact staff who are responsible for County car reservation in your region.Fill in the checkout log at the office.Place copy of itinerary in the logbook.Check out car within 30 minutes of arranged time.
3	<ul style="list-style-type: none">If a car is not available at your site, call other CFWB sites.If no County car is available for out-of-county travel, arrange for the use of a personal vehicle.
4	<ul style="list-style-type: none">Enter current mileage of the car from the Odometer prior to trip (a mileage log can be found in each County car). If traveling outside County limits, fill up the car at a County gas station before proceeding.The CFWB Travel Desk has gas credit cards (Voyager) that are used for county autos for out-of-County travel only. Obtain this card from the Travel Desk prior to travel.Return car with at least a half tank of gas. <p>NOTE: Gas can be obtained at County gas pumps listed in the car's mileage logbook or here.</p>
5	<ul style="list-style-type: none">Upon return of vehicle, complete travel/mileage log located in the car, remove personal belongings and any trash left in the vehicle.Roll up windows and ensure that all doors are properly locked.Sign car back in on the office log.

Personal Vehicle Use Staff may use a personal vehicle (motorcycles, mopeds, scooters and bicycles excluded) under the following circumstances:

- There are no County cars available for out-of-county travel.
- There is need for the use of specific accessibility device that is installed in the personal vehicle.
- Circumstances where the driver's home is closer to the out of county destination than the distance it would take to obtain a county car first
- Other circumstances on a case-by-case basis

Every staff/volunteer who operates a personal vehicle on County business must:

- be at least 18 years of age
- maintain a valid California driver's license
- have completed an Authorization to Drive a Vehicle on County Business form. (The authorization form will be approved by the appointing authority, or their designee, and forwarded to the Dept. of Human Resources, Risk Management Division at MS O-76).

Student Interns will **not use personal vehicles when transporting clients** and must use county authorized vehicles only. Student interns may use personal vehicles for other county related business.

Managers will ensure that CFWB staff who are authorized to drive, sign DHR 126 when appointed. Copies of completed forms will be forwarded to HHSA Personnel, mailstop W406, for inclusion in the personnel record. For information regarding insurance requirements, see Personal Vehicle Insurance.

Drivers are responsible for any violations of law including fines and court appearances. The County will use the State of California DMV Pull notice program to obtain automatic update Information about the driving records of all authorized drivers. (HHSA will be notified if driving privileges are revoked)

For out- of- county travel, follow procedures for Types of Out-of-County Travel and their required approvals. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk.

Personal Vehicle Insurance

- Staff using their personal vehicles must have automobile insurance and must keep proof of their automobile insurance coverage in their vehicle.
- Staff should review their own insurance policy to see what coverage is included regarding protection for property damage, liability and for persons sustaining bodily injury while occupying the personal vehicle.
- The insurance coverage should include all passengers, including clients.

The County insurance covers the employee for claims above the staff's personal insurance when the staff drives an **insured** personal vehicle. For third party liability to take place, the staff must have valid insurance, obeyed all rules of the road, and drove in a safe manner.

Personal Vehicle Insurance (cont.)

The County's self-insurance does not protect a staff who has exemplary or punitive damages awarded against the staff. Generally, these damages arise through gross negligence.

All accidents while driving on County business require the completion of an accident report form. Refer to Auto Accidents policy for the relevant policies and procedures.

Procedure for Submitting Mileage Claims

Follow this procedure for submitting mileage claims when a personal vehicle was used for County business:

- Submit mileage form (reimbursement will be through the UKG time card).
 - For Out of County mileage, after travel, staff will list their mileage for that trip on the out of county expenditure report for discretionary travel or on the "Mileage" line item on the 04-131 for operational travel.
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Mileage Claim Exemptions

Mileage cannot be claimed for the following:

- Reporting to Jury Duty
- Functions for which release time is normally granted (e.g. County job interviews, optional physical exams). These are of primary benefit to the staff and travel for such purposes is not reimbursable.

NOTE: This exemption does not apply to functions which are clearly work related (in consultation with a supervisor), or County-sponsored training, e.g., CPR training for PCC staff.

Transporting Clients

In performing service functions for clients, CFWB workers may find it appropriate and necessary to occasionally offer transportation when public transportation is not available.

Workers will ensure that the specific use of the vehicle comes within the reasonable and legitimate scope of County-authorized services and is appropriate in the performance of Agency functions. For more information on transporting children, please see the Transporting Children policy.

For out of county travel, also follow procedures for Types of Out-of-County Travel and their required approvals. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk.

Travel Outside the USA and its Territories

- CFWB staff **may not** conduct County business outside the United States or its territories without contacting and consulting the CFWB International Liaison.
- The CFWB International Liaison will make special arrangements with the Consulate and social service agency for the subject country.

For out of country travel, follow procedures for Procedure for Travel outside the USA and its Territories and their required approvals. Submit the completed travel requests at least 10 working days prior to the travel date to the CFWB Travel Desk.

Procedure for Travel Outside the USA and its Territories

Follow the procedure in the table below for operational travel outside the USA:

Step	Who	Action
1	Staff	Contact the CFWB International Liaison.
2	CFWB International Liaison	<ul style="list-style-type: none"> • Contact appropriate Consulate or foreign entity (depending on Country). • Work with CFWB staff to get appropriate work permits/visas, passport and paperwork.
3	Staff	<ul style="list-style-type: none"> • Fill out form 04-131, print out, and save to a secured folder. This is a preliminary request. • Obtain approval signatures first from supervisor and CFWB Manager and then send to International Liaison for signature. • Send 04-131 and court order (if applicable) to CFWB Travel Desk and original to Mail Stop W473.
4	CFWB Travel Desk	<ul style="list-style-type: none"> • Issue authorizing travel ID number. • Make necessary reservations and travel arrangements. • E-mail 04-131 to traveler along with confirmation itinerary as an attachment.
5	Staff	<ul style="list-style-type: none"> • Print 04-131 received from CFWB Travel Desk and take it on trip to record expenses. • On return from trip, complete rest of the required information on the form. • Obtain PSS and CFWB manager signatures, and send to CFWB Travel Desk or to mailstop W473, along with any receipts and Insurance papers. Electronic time stamped signatures on Adobe are also acceptable. • Make a copy of 04-131 and all receipts for back up.

See the International Liaison Policy for additional information.

Travel to Mexico

HSA has specific policy and procedures concerning Mexican Insurance for Out of County business. Contact the International Liaison before traveling to Mexico. There are also phone numbers that are important to have when traveling to Mexico.

To travel to Mexico, staff (if U.S. Citizen) MUST have a U.S. Passport. It is NOT required for the staff to have a PASS card or enhanced driver's license to cross into Mexico. Having additional ID's can be helpful in addition to the Passport.

The following are a list of IDs that can be used to enter into Mexico:

- A Valid Passport
- Trusted Traveler Cards (NEXUS, SENTRI, or FAST)
- State Issued Enhanced Driver's License (when available)
- Enhanced Tribal Cards (when available)
- U.S. Military Identification with Military Travel Orders
- Native American Tribal Photo Identification Card

More information about the FMM (Forma Migratoria Multiple) or an Entry permit can be obtained by contacting the International Liaison.

The following table describes when and where to obtain the FMM or Entry permit:

If traveling by...	Then the...
plane from the Tijuana airport	SW must obtain the FMM at the Mexican Immigration kiosk located inside the Tijuana airport
plane from a US airport	Tourist Permit is already included in the ticket purchase
car	FMM can be obtained at the Mexican Immigration office located in the immediate area after crossing the Tijuana Border into Mexico.

NOTE: As of June 2010, FM3 and FM2 immigration documents no longer exist.

On the FMM form on question # 9 "Purpose of Visit", it is recommended that the SW check the "other" box. If SW is not traveling for more than 25 miles into Mexico, the FMM is not required.

**Travel to Mexico
(cont.)**

The FMM costs approximately \$43 per person; FREE if the trip is 7 days or less and you cross by land. It may be issued for up to 180 days.

Both Visas serve the same purpose, i.e. to enter the country legally in order to conduct business. The County will reimburse the staff for the cost of the Visa.

The FMM is recommended only for those staff with a high probability of returning within the year (180 days) to conduct County business in Mexico. Neither the FMM nor the Entry permit allows staff to work independently in Mexico.

For example, County staff are not allowed to go into homes, do home evaluations, meet with the clients, etc. The Visas allow County employees to do official work **only as visitors in coordination with Desarrollo Integral de la Familia (DIF)**. When traveling in Mexico, the staff must carry with them the FMM or the Entry permit along with a United States passport.

NOTE: Prior to obtaining the Temporary Visa or Tourist Travel Permit, the staff must also have a United States passport. Only staff with a valid passport are eligible to apply for an FMM or Entry Permit.

If the staff is a Mexican citizen, they are not required to have a permit to be in their own country. The Foreign Ministry in Mexico and the Mexican Consulate require staff who are Mexican citizens, on official business for the County, to carry a letter on County letterhead signed by their supervisor indicating the staff's specific task/assignment.

It is recommended that this letter be in Spanish and may be drafted with the assistance of the International Liaison. The International Liaison must approve the CONTENT OF THE LETTER.

**Alignment with SET
Values**

This policy supports SET [Value 1](#) and the guiding principle to recognize and appreciate the family culture by facilitating travel for children and youth to engage with their relatives and non-related extended family members. It also supports [Value 6](#) and having a proactive workplace culture of responsiveness and shared responsibility by having teamwork between regional staff, fiscal, and the travel departments.
