

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.26 PAGES: 1 of 2
	RELATED ORDERS: Title 2, sec.776 Calif. Code of Regulations 4750 PC
	ISSUED DATE: May 1, 1993
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CHAPTER: Transportation	SUBJECT: Reimbursement for Expenses

I. **PURPOSE:** To establish procedures for reimbursement of expenses incurred by Transportation and by individual deputies for out-of-county transportation of inmates.

II. **POLICY:** Reimbursement for expenses shall be billed and paid according to procedures described herein.

III. **PROCEDURE:**

A. MEALS AND LODGING:

1. As a matter of policy, meals and lodging reimbursement rates will be set by Training Unit.
2. Reimbursement for meals is authorized for trips outside of the Bay Area counties that are in excess of four hours driving time, round trip. Reimbursement for meals only may be obtained by submitting a Meal Reimbursement Claim PD 551 to the Transportation Sergeant. Any incidental expenses such as bridge tolls will be reimbursed by the Transportation Sergeant upon presentation of cash receipts.
3. For overnight trips, estimated expenses for meals and lodging will be paid in advance of each trip. Receipts shall be required only for inmate meals, lodging, and for other incidental and necessary expenses.
4. Immediately following each overnight trip, a Sheriff's Transportation Cost Accounting form shall be completed and submitted to the Transportation Sergeant.

B. STATE PRISON COMMITMENTS:

1. Pursuant to Section 776, Title 2 (Board of Control), California Code of Regulations, the Sheriff may seek reimbursement for expenses incurred for transporting prisoners on commitment to state institutions: San Quentin (SQSP), Central California Women's Facility (CCWF), California Rehabilitation Center (CRC), and California Youth Authority (CYA).
2. Reimbursement billing is not allowed for diagnostic studies or commitments to state hospitals.
3. Reimbursement billing to the state is prepared by the Transportation Sheriff's Technician (S/T) once each month on the State Controller form AUD-202 (Sheriff's Claim). CYA trips are billed separately using the same form. Billing is sent directly to the State Controller's Office, and copies sent to the County Wide Services ASA and Sheriff's Office Accounting Section.

4. A detailed description of the above procedures is incorporated in the Transportation Office Procedures Manual.

C. WRITS OF HABEAS CORPUS:

1. Pursuant to Penal Code Section 4750 the Sheriff may be reimbursed for the cost of transporting prisoners under a Writ of Habeas Corpus.
2. The Clerk of the Court has been requested to stamp "Writ of Habeas Corpus" on removal orders, which do not otherwise reveal the nature of the action.
3. Immediately upon receipt of a Removal Order/Writ of Habeas Corpus, the Transportation Lieutenant shall notify the appropriate Bailiff/Marshal Unit Commander, so the costs of complying with the Order may be tracked.
4. Reimbursement billing to the state under this section is prepared by the Transportation S/T for each Writ received, using the State Controller's Office Report (FAM-34). One form is prepared for each Writ received, after the inmate named on the Writ has been returned to a state facility. Completed forms along with a copy of the Removal Order/Writ shall be forwarded to the County Wide Services Captain via the Transportation Lieutenant.
5. The Transportation S/T shall maintain a file for reimbursement of Writs of Habeas Corpus, along with State Controller's instructions for filing of claims.