

Memo

Date: January 12, 2026
To: All Alameda County Behavioral Health Staff
From: Fiscal Services Unit
Subject: ACBHD Travel/Personal Claims – Deadline to Submit to Fiscal Department, 2/27/26

Per County policies and procedures, the staff reimbursement Form 110-30 (Conference/Training) and Form 110-58 (Daily Travel) for expenses incurred in the Calendar Year (CY) 2025 (January 1, 2025 – December 31, 2025) are due to the Auditor's Office by April 15, 2026.

To ensure timely submission for Departmental approval, all claims for expenses in 2025 must be submitted to ACBHD Fiscal Services by **COB, Friday, February 27, 2026**. For claims received after the department's deadline, these claims may not be approved by the Department and/or the Auditor Controller's Agency.

Reminders:

- Use the **Calendar Year Form 2025** for expenses incurred in this period.
- The Forms 110-30 and 110-58 for travel and personal claim expenses are available in the ACBHD Finance Intranet Form/Document Center at:
<https://acgovt.sharepoint.com/sites/BehavioralHealth/SitePages/ACBH.aspx>
- Required receipts and supporting documentation are reviewed for accuracy and completeness.
- The Forms are approved and signed by the employee and Supervisor prior to submission. (Note: Supervisors should sign on the Supervisor/Finance Department signature line, not the Authorized Approver signature line).

To avoid lost claims, all staff reimbursement claims must be sent to acctpaycont@acgov.org. If you should have any questions, please do not hesitate to contact the Fiscal Services Liaison, Leeandria Pickett, Leeandria.Pickett3@acgov.org.

Kindly share this information with your team and appreciate your cooperation in this process.