

1.07
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued:	November 15, 1999	Revision Date:	April 1, 2009
Subject:	Travel Expense Procedures	Reference:	CACP STD
To:	All Employees		

Policy:

The Craig Police Department will reimburse employees for reasonable expenses incurred during authorized travel. Reimbursement will be based on amounts set in the City of Craig Finance Department, and the procedures outlined below.

II. Procedure:

A. Employee Travel

The department provides training for employees that will improve the quality of the delivered services. Such development opportunities shall be based on available budgeted funds, required certifications and department operational needs.

Certain positions require a new incumbent to become qualified, certified or licensed to perform their essential job functions. For these positions, the attendance and passing of required training is usually a condition needed for the successful completion of the probationary period.

Management and professional employees' attendance and participation in appropriate professional daylong seminars, technical meetings and luncheons are expected. It is a responsibility of such personnel to remain current on developments and techniques in their field. Employees may attend and participate in meetings, seminars, training programs or short courses for enhancing performance of the duties of their position or as a refresher of skills.

Employees may need to travel on behalf of the department, in order to represent our interests at meetings, conventions and professional associations.

B. Initial Request

1. When requesting specific training, it is the responsibility of the requesting Employee to complete a "*Request for Travel Authorization*" form, in a timely manner, and submit it for approval. The initial information for "Estimated Costs" must be completed, and also indicate any "Cash Advance", "Prepaid" or "Registration" fees that need to be dispersed or sent prior to the class.
2. When prepaid registration fees are required, the information showing where the registration is to be sent must accompany the request form.

C. Approval:

1. The request, when complete, must be turned in to the employee's supervisor. The supervisor will then direct it to the Administrative Sergeant (Training Coordinator) who will review and forward to the appropriate Division Commander and Chief for their approval.
2. Upon approval, it is the requesting employee's responsibility, with consideration given to budgetary restraints, to make his/her arrangements for hotel/motel accommodations. The Administrative Sergeant should be consulted on the options available.

D. Expenses for approved travel:

1. Employees authorized to attend required training sessions, conferences, seminars, professional or technical meetings or luncheons, or any other travel on City business, will have associated expenses covered. This coverage can take any of the following forms:
 - a. Use of a department debit card, or
 - b. Reimbursement, or
 - c. Prepaid, or
 - d. Cash advance.
2. Civilian employees should make arrangements to use a vehicle assigned to Community Services or other available vehicles for traveling. Officers that have assigned vehicles will take those vehicles to the training. Should an employee elect to not take a department vehicle to the training they will be reimbursed for fuel only and will not receive a mileage allowance.
3. Travel involving a plane flight, an overnight stay or where the total cost exceeds \$500 must receive prior authorization from their Division Commander or the Chief.
4. Authorized expenses are those for the employee ONLY and cannot cover the expenses of a spouse or other person accompanying the employee, unless that person is there for City business.
5. The following expenses are permitted:
 - a. Registration fees - are paid in full with the employee making every reasonable effort to qualify for early registration discounts.
 - b. Transportation - is by the most direct economy airfare and includes the employee's cost for baggage handling and airport/hotel transportation.
 - c. Mileage reimbursement for use of a private vehicle will be at the current mileage rate. When possible, multiple attendees driving to a site will car pool.
 - d. Lodging - is for the cost of the single room, including tax that is not a deluxe accommodation. City employees attending overnight training or conferences are permitted to

stay at the conference hotel. Where possible, government rates will be requested.

e. The city operates under a "per diem" system. Meals are based on an established per day rate which will apply to all employees. This does not include "snacks" unless you are substituting these for meals. Actual meal expense will be allowed for travel less than overnight, at the established per meal rate. The City will not pay for meals included in registration fees. The City also does not consider "continental Breakfast" provided by hotels as a meal.

f. Incidental expenses - such items as books, study materials, official telephone calls and Internet access, faxes, parking fees, conference materials, etc. are eligible for reimbursement. Receipts are required for all incidental expenses over \$10.00.

g. Non-reimbursable expenses - such expenses as, but not limited to, first class travel, alcoholic beverages, tobacco, entertainment, personal phone calls (other than one brief telephone call home to report safe arrival), valet service, magazines, newspapers and other personal items are ineligible for reimbursement.

h. Employees traveling with prisoners will be reimbursed for all reasonable expenses associated with transporting the prisoner.

E. Receipts:

1. Employees are required to obtain receipts for anything put on a City debit card, lodging, gas and any other incidentals that are paid for with city monies. Failure to do this may subject the employee to personal expenses for costs that are not documented.

F. Form Completion:

1. On return from training, the initial *Travel/Training Request* form shall be picked up from the Administrative Sergeant and filled out completely, with expenditures from each day documented. The completed paperwork, with receipts and monies (if applicable) will be returned to the Administrative Sergeant as soon as possible, but in no event later than five (5) days after returning from training.

2. Employees submitting travel vouchers and travel requests are responsible for their accuracy. Any fraudulent representation is cause for disciplinary and/or legal action.

Approved By:



Walter K. Vanatta
Chief of Police