

**PERSONNEL POLICY**

6-9-99

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**640**

SUBJECT

Authorized Travel Expenses

AMENDS

REFERENCE

RESCINDS

Department Memorandum 97-3

**I. INTRODUCTION**

The department pays expenses for duty-related travel.

**II. POLICY**

**A. Members shall be cost conscious when using travel funds.**

**B. If at all possible, Form 146A P.D., Request for Travel Advance, shall be submitted through the chain of command for approval at least thirty days prior to departure.**

**C. Within ten working days of return, Form 146B P.D., Travel Expense Recap, shall be submitted to the supervisor. For members attending a major school, Form 1468 P.D. shall be submitted to the supervisor within twenty working days of return.**

**D. TRANSPORTATION**

**Members shall ensure dates and times for arrivals and departures are included on Form 146A P.D. and Form 146B P.D.**

**1. Airplane or Train**

**a. The cost of a round-trip coach ticket will be paid.**

**b. The Financial Services Unit travel coordinator will purchase the tickets and notify the member when tickets may be picked up from the unit office.**

**c. When the ticket is obtained by the member, due to emergency or unusual situation, the rate will be verified by the Financial Services Unit travel coordinator.**

**d. If train travel (instead of air) is by personal choice; leave (e.g., vacation, extra, etc.) will be taken for the excess travel time. Lodging and food expenses incurred during the excess travel time are not reimbursable.**

**e. Upon return, a copy of the ticket must be provided as a receipt.**

## **2. Private Vehicle**

- a. Reimbursement shall be at the IRS standard allowance based on actual mileage, with the total not to exceed air fare cost.
- b. Form 318 P.D., Authorization for Private Vehicle Use, must be approved and received at the Financial Services Unit before departure.
- c. If the use of a private vehicle (instead of air travel, for example) is by personal choice; leave (e.g., vacation, extra, etc.) will be taken for the excess travel time. Lodging and food expenses incurred during the excess travel time are not reimbursable.

## **3. Police Vehicle and Credit Card**

- a. When using an authorized police vehicle, the member will obtain a department credit card from the Financial Services Unit before departure. The credit card must be returned, in person, to the Financial Services Unit within one day of return.
- b. Receipts with the vehicle number indicated on each, for all gasoline, oil, or parts, must be returned.
- c. If cash is used to purchase gasoline, a receipt must be provided in order to obtain reimbursement.

## **E. LODGING**

1. When the need for lodging is known before departure, the Financial Services Unit travel coordinator will make hotel reservations (and pay advance room deposit, if any).
2. Advance travel funds paid to a member will include anticipated lodging expenses.
3. Itemized receipts must be returned for all lodging expenses; receipts showing only the amount paid are not sufficient.

## **F. TUITION/REGISTRATION FEES**

1. When travel involves payment of tuition or registration fees, the Form 146A P.D. shall be accompanied by applicable registration forms, brochures, etc., which have been filled out by the traveler.
2. These fees will be paid in advance directly to the host organization/agency by the Financial Services Unit.

3. In short-notice situations when advance payment is not made, the member shall obtain and submit all receipts for registration or tuition.

#### **G. FOOD AND INCIDENTALS**

1. A meal and incidental allowance will not be paid for travel status of less than a full twenty-four hour day. To claim the allowance, a member must be in travel status for a full twenty-four hour day. For travel less than a full twenty-four hour day in conjunction with other full twenty-four hour days, the allowance will be prorated into six hour quarters as follows:
  - a. Midnight to 6:00 a.m.
  - b. 6:00 a.m. to noon.
  - c. Noon to 6:00 p.m.
  - d. 6:00 p.m. to midnight.
2. The amount of the meal and incidental allowance is based on current governmental published standard rates and will change when these rates change.
3. When meals are provided, the food and incidental allowance will be adjusted accordingly.
4. Receipts are not required for food and incidentals which includes tips, e.g., bellman, shuttle, maid service, etc. Alcoholic beverages are not allowable expenses.

#### **H. MISCELLANEOUS**

1. Miscellaneous expenses are those necessary to conduct official business while in travel status and which are not included in the categories of transportation, lodging, tuition/registration, or food and incidentals. Members are cautioned against viewing this category as an unlimited expense account.
2. Members must keep a record of miscellaneous expenses, noting each item and the amount expended:
  - a. Taxi/Bus/Train Fares - Usual fare for transportation, including tip (not to exceed 20% of the reimbursable fare).
  - b. Private Vehicle - Reimbursement for trip from home to travel terminal and/or back shall be reimbursed at the IRS standard allowance for actual mileage when the member is in the vehicle. No reimbursement will be made for return trips of the private

vehicle when the member is not in the vehicle. Form 318 P.D. need not be submitted for travel to/from terminal, and no receipt is required for such private vehicle expense. Reasonable terminal parking for member's own private vehicle will be reimbursed when it is more cost efficient to pay parking expense rather than commercial ground transport expense to/from the travel terminal.

- c. Bridge and road tolls.
  - d. Laundry (when in excess of 5 days).
  - e. Rental vehicle, with advance approval.
  - f. Class fees.
  - g. Educational expenses such as typewriter rental, typing fee, school supplies, etc.
  - h. Telephone - For official business calls to the Kansas City area, members may use the department toll-free number. Exception: Members will also be allowed to use the department's toll free number for personal calls for travelers (10 minutes/day) or school attendees (40 minutes/week). Toll free 1-800-735-5273.
- 3. Receipts except as noted **are** required; if a receipt is not obtained, the expense will not be reimbursed.
  - 4. Reimbursement for entertainment, souvenirs, mementos, gifts, toilet articles, tobacco, and non-essential items shall not be made.

I. LONG-TERM TRAVEL

- 1. Long-term travel shall be any travel in excess of four weeks.
- 2. Reimbursement shall follow the provisions of this policy with the exception that during long-term travel, a member may receive up to \$40 per week as an additional allowance. This allowance is to cover general living expenses not otherwise provided in this policy including a limited allowance for meals under circumstances when the member is provided all meals as a part of the event attended and desires to eat some meals away from the event.
- 3. Receipts must be provided to receive reimbursement.
- 4. This allowance shall not be used for entertainment.

**J. FBI NATIONAL ACADEMY**

The Academy is a three-month program. Attendance requires expenses in addition to those included in this policy; therefore, attendees will be reimbursed for the following:

1. Food and Incidental - Increase in allowance of two days (Saturday and Sunday) and one-half day per week based on current governmental standard rates for the geographical area (Washington, D.C.). Receipts are not required.
2. Uniforms - Four complete uniforms (shirts and standard or cargo style trousers) based on Academy pricing. Docker style trousers may be substituted if cost is comparable to Academy pricing. Receipts are required.
3. Uniform Shoes - Up to a maximum of \$150 for purchase of black uniform style and/or athletic shoes. Receipt(s) is required.
4. Shipping Charges - Actual expense of shipping books, papers, and related materials required for Academy studies at end of training. Receipt is required.

**K. REIMBURSEMENT OR PER DIEM FROM OUTSIDE SOURCES**

1. When reimbursement or per diem funds are available from an outside source, the member shall apply for these funds. A copy of any reimbursement request filed with an outside agency must accompany the Form 146B P.D.
2. Checks received from an outside agency must be endorsed over to the Board of Police Commissioners.
3. Members will abide by reimbursing agency's regulations when applying for outside reimbursements, but members will conform to department guidelines when submitting Form 146B P.D.
4. Members will receive travel allowances based upon this policy and not the policy of the outside agency.

- L. The Chief of Police may approve exceptions and adjustments to this policy when deemed appropriate.

**III. PROCEDURES**

- A. To request a travel advance, a member shall complete and submit Form 146A P.D. at least thirty days in advance, whenever possible. If the

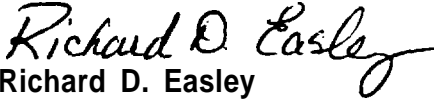
request includes payment of tuition or registration fees, the member will complete the registration form, brochure, etc. and attach to the request.

The request will be submitted through the chain of command for approval and forwarding to the Financial Services Unit.

6. To obtain reimbursement, the member shall complete and submit Form 146B P.D. to their supervisor, within ten working days of return. If attending a department-approved school, the member shall complete and submit Form 1468 P.D. to their supervisor within twenty working days of return.

For each expense listed on the form. the member will attach the appropriate receipt, if required.

1. The supervisor will forward the Form 146B P.D. directly to the Financial Services Unit for payment. Financial Services Unit will have ten working days to process the request and provide reimbursement.
  2. If Financial Services Unit must return the Form 146B P.D. for correction, e.g., mistakes, missing receipts, etc., the form will be returned through the chain of command to the member.
  3. The member will make the corrections and resubmit Form 1468 P.D. through the chain of command.
- C. The Financial Services Unit shall be contacted for assistance with any problems or questions which may arise regarding authorized expenses.

  
Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this 25<sup>th</sup> day  
of May, 1999.

  
Jeffrey J. Simon  
President