



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS MANUAL

 Proudly Policing Since 1841	<b>SUBJECT</b>  Travel and Training Expenses		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on file</i>		
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## AUTHORITY/RELATED REFERENCES

City Administrative Procedures 602, Travel Procedures

## ACCREDITATION REFERENCES

CALEA Chapter 33

## KEY WORD INDEX

<b>Court Travel</b>	Procedure VI
<b>Exceptions</b>	Procedure VII
<b>Expense Guidelines</b>	Procedure IV
<b>One Day Travel</b>	Procedure V
<b>Travel Authorization</b>	Procedure I
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<b>Travel Documentation Procedures</b>	Procedure II

## POLICY

The Tallahassee Police Department shall implement guidelines for the expenses incurred as a result of authorized travel and training costs.

## DEFINITIONS

**Travel Request Form:** The document developed for employees to request authorization to travel and an advance for expenses. This is a per trip document that shall also include the Travel Expense Form.

**Travel Expense Form:** The document developed for employees to report expenses incurred during travel. This is a per trip document that shall also include the Travel Request Form.

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**Traveler:** A city official, employee, or other authorized member traveling for an authorized department purpose.

**Out of Town:** Outside the four county area that includes Leon, Gadsden, Jefferson, and Wakulla.

### **PROCEDURES**

When it is necessary to travel for city business, expenses shall be paid in accordance with City Administrative Procedure 602. The traveler is responsible for complying with both departmental and city policy. The member shall comply with the following procedures for travel authorization, funding, and reimbursement:

#### **I. TRAVEL AUTHORIZATION**

All travel shall be conducted in relation to city business and conducted pursuant to authorized annual budget allocations. Prior to incurring any travel expense for which reimbursement or advance payment is requested, a traveler shall obtain approval from the appropriate designated authority or their designee. Actual travel should be in conformance with schedules and amounts requested. If not, the travel should constitute a reasonable exception of higher priority. The number of persons traveling should be limited to the minimum number required to accomplish the purpose of the travel.

#### **II. TRAVEL DOCUMENTATION PROCEDURES**

The City's Travel Request Form shall be used to document the purpose, destination, dates, times, and authorization for the traveler. Therefore, all expenses associated with travel shall be captured on this form.

##### **A. Travel Request**

All travelers shall utilize the city's authorized Travel Request Form for out-of-town travel requiring an overnight stay or a reimbursement of expenses for one-day travel. The form may be obtained from the city's intranet web site and shall be signed by the traveler and the appropriate designated authority.

1. When the traveler is requesting advance payment for registration, lodging, etc., a completed Travel Request Form shall be forwarded to the Financial Management Office no later than twenty-one (21) days prior to commencement of travel, with documentation supporting the purpose of the travel attached. Supporting

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documentation shall include, but is not limited to:

- a. The purpose of the travel,
  - b. The location of the event,
  - c. The dates of the event, and
  - d. The cost of attending the event.
  - e. A registration form and agenda for the event should be provided, if published.
2. To facilitate the efficiency and accuracy of advance payments, the traveler shall record the following information in the 'Remarks' section of the Travel Request Form:
    - a. Any confirmation numbers issued by hotels and other vendors,
    - b. The availability of continental breakfasts pursuant to travel,
    - c. Any meals or other expenses that have been included in the registration and/or vendor payment.
  3. In addition to the original hard copy, a second copy of the Travel Request Form shall be sent to the Financial Management Office by electronic mail for the purpose of account coding and modification of payment amounts or methods.
  4. An advance payment request that is less than \$25.00 shall not be processed for payment prior to the traveler's departure.
  5. Travelers may choose to personally pay for all expenses associated with City travel and then be reimbursed upon return. If exercising this option, the traveler shall submit a Travel Request Form requesting no advance payment to the Financial Management Office prior to commencement of travel.
  6. In addition to the Travel Request Form, the traveler shall complete a Second Dollar Fund Form (PD 138A) for any travel authorized from this account. Prior to submission to the Financial Management Office, the form shall be signed by the traveler, the Second Dollar Fund Coordinator, and the appropriate designated authority.

### B. Travel Expense Form

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Upon completion of travel, all travelers shall complete the Travel Expense Form. In the event that the travel was cancelled, the Travel Expense Form shall also be completed.

1. The Travel Expense Form shall be signed by the traveler, and together with all required receipts, shall be submitted to the Financial Management Office no later than seven (7) days following the completion of the travel. Travel advances must be fully reconciled within fourteen (14) calendar days following completion of the travel.
2. If, upon reconciliation of expenses, the amount due to/from the city is **less than** \$5.00, no reimbursement/payment shall be processed. However, when the traveler owes the city \$5.00 **or more**, payment shall be submitted together with the Travel Expense Form.

### III. TRAVEL EXPENSES

- A. Travel expenses, which are eligible for advance payment, shall be included on the Travel Request Form. All other expenses incurred by the traveler, which are eligible for reimbursement, shall be submitted on the Travel Expense Form.
- B. Registration, lodging, meal per diem, transportation, and miscellaneous expenses, as allowed pursuant to City Administrative Procedure 602, are eligible for advance payment.
- C. There shall be no advance payment for tips or gratuities. Reimbursement may be requested on the Travel Expense Form and shall not exceed \$10 per trip. The traveler shall report only actual expenses. Gratuities for meals are included in the amount allowable under the Runzheimer-Lodging Meal Cost Index and shall not be otherwise reimbursed.
- D. Expenses for a traveler's spouse or family member shall not be reimbursed. Reimbursement is limited to the traveler only.

### IV. EXPENSE GUIDELINES

#### A. Transportation

Economics shall be the primary consideration when making travel arrangements. The method, class, routing, and other arrangements associated with the travel shall be the most economical available and result in the shortest time away or lowest over-all cost consistent with

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the distance to be traveled and purpose.

1. If travel is by air, the following shall be considered:
  - a. The City's designated airline provider shall be utilized if the traveler's destination is served.
  - b. Coach fare class shall be used for all travel by air, except under emergency conditions when coach accommodations are not available.
  - c. All flights shall originate in Tallahassee unless an exception is authorized.
  - d. The traveler should obtain flight information via the Internet or a travel agent to complete the request form. This information shall be provided to the Financial Management Office, who is responsible for the actual booking of airline flights.
  - e. The actual expense incurred for parking a personal vehicle at the Tallahassee Regional Airport while the traveler is away shall be reimbursed. Only long-term parking expenses shall be reimbursed and a receipt shall be required.
  - f. Frequent flier miles accrue to and are owned by the traveler and shall not be a determinate in the selection of air travel accommodations.
2. If travel is by vehicle, the following shall be considered and the most economical method used:
  - a. When driving to the destination, a city-owned vehicle shall be used whenever possible.
  - b. A vehicle may be rented when appropriate and shall be limited to the compact class of vehicle, except when the number of passengers or the volume of materials to be transported makes the use of a compact class vehicle impractical.
    - Collision-damage waivers shall not be purchased when utilizing a rental vehicle. The city's self-insured program is adequate to cover claims. A traveler shall not be reimbursed for personal accident insurance. Employees traveling on city business are covered under the City's Workers' Compensation program while on work time.

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3. Use of a personal vehicle is allowed for travel when a city-owned vehicle is not available and a rental vehicle is not appropriate. The traveler may be reimbursed at the rate allowed by the Internal Revenue Service from the traveler's residence or headquarters, whichever is less, to the destination city. The mileage reimbursed shall be reasonable and comparable to other methods of travel. The Florida Department of Transportation's official highway mileage report (found at <http://www3.dot.state.fl.us/mileage/default.asp>) or for out of state travel <http://www.symsys.com/~ingram/mileage.html> shall be used to measure the reasonableness of the mileage request. A reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler. Twenty-five (25) miles for vicinity travel may be included for calculation of the traveler's advance. FDOT Mileage documentation shall be included with the travel request. Mileage paid shall not exceed the round trip coach airfare to the destination.
4. Travel by train or bus is permitted.
5. If there are multiple travelers going to the same destination, carpooling is recommended.

### B. Vicinity Transportation When Out-Of-Town

1. Taxi, limousine, or public transportation service to and from a hotel and around a destination city to conduct city business shall be reimbursed. A receipt is required unless an exception is noted.
2. Road and bridge tolls shall be reimbursed. Receipts shall be obtained whenever possible. Toll cards are available and should be utilized for travel within the State of Florida.
3. Vehicle parking expenses at a hotel or other appropriate location shall be reimbursed. A receipt shall be obtained.

### C. Lodging

It is in the best interests of the city to pay for lodging expenses at the specific hotel hosting the approved event.

1. The lodging expense is limited to single occupancy or occupancy shared with another city traveler.
2. Lodging expenses shared with a non-official or non-employee (e.g., family members) is limited to the single room rate.

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3. If a hotel charges a fee for a smoking room, the extra cost shall be paid by the traveler.
4. The city is exempt from paying sales tax on its purchases. Therefore, travelers are responsible for ensuring that hotels do not charge tax on lodging when travel is within the State of Florida. If travel is out of state, travelers should request the exemption.
5. The traveler is responsible for obtaining lodging reservations. Actual payment will be provided by the city in advance of the trip.

**D. Meals**

1. Meal expenses shall be determined by the Runzheimer Meal-Lodging Cost Index. The Runzheimer Meal-Lodging Cost Index may be accessed through the link contained in the Travel Request/Expense Form or directly from the city's intranet site. If the destination city is not specifically listed on the Runzheimer Meal-Lodging Cost Index, the state average shall be used. No receipts are required.
2. If a meal is provided as part of the registration fee or is included in a reimbursement request by a vendor, it shall be excluded from the meals to be paid for under the Runzheimer Meal-Lodging Cost Index on the traveler's Travel Request/Expense Form.
3. Continental breakfasts provided by a hotel, as part of the lodging expense, shall also be excluded from the meals to be paid for under the Runzheimer Meal-Lodging Cost Index on the traveler's Travel Request/Expense Form.
4. If the meal provided is not eaten and the traveler has a reasonable explanation, the meal shall be reimbursed. The explanation must be documented and approved by a department director or their designee in order to be reimbursed.
5. All payments for meals shall be based on the following travel schedule:

**DEPARTURE**

Breakfast	Prior	to	8:00 a.m.
Lunch	8:01 a.m.	to	1:00 p.m.
Dinner	1:01 p.m.	to	6:00 p.m.

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**RETURN**

Breakfast	Prior	to	12:00 Noon
Lunch	12:01 p.m.	to	6:00 p.m.
Dinner	6:01 p.m.	to	Midnight

**E. Meal/Lodging Per Diem Alternative**

1. As an alternative to reimbursement or prepayment for lodging and meals, a traveler may receive \$50.00 per day for lodging and meals (tip included). No receipts are required. The day is divided into the following quarters:

6:01 a.m.-12:00 noon  
12:01 p.m.-6:00 p.m.  
6:01 p.m.-12:00 midnight  
12:01 a.m.-6:00 a.m.

2. A traveler may receive \$12.50 for any portion of a quarter. Per Diem is limited to travel that requires the traveler to stay overnight.

**V. ONE-DAY TRAVEL**

Out of town travel that does not require an overnight stay shall be approved and documented in the same manner as travel requiring an overnight stay. Breakfast and dinner meals may be reimbursed based on the travel schedule previously defined. The cost for lunch is not reimbursable unless the traveler departs prior to 8:00 a.m. and returns after 6:00 p.m.

**VI. COURT TRAVEL**

- A. When travel is in response to a court subpoena issued to the member as a result of their official department actions or duties, the traveler shall utilize the city's authorized Travel Request/Expense Form for out-of-town travel requiring an overnight stay.
- B. Expenses for travel in response to a subpoena may be borne by the city or by the court of jurisdiction issuing the subpoena.
- C. If expenses are borne by the City, the traveler shall comply with Procedures I through IV above. A copy of the subpoena shall be attached to the Travel Request Form. Upon the traveler's return, the court-issued expense check shall be endorsed and attached to the Travel Expense Form. The Financial Management Office shall be responsible for depositing the court-issued expense check to the



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appropriate account.

- D. If expenses are borne by the court of jurisdiction, the traveler shall complete the Travel Request Form prior to departure. The difference between travel expenses allowed by the city and those received from the court of jurisdiction issuing the subpoena shall be reconciled upon the traveler's return by using the Travel Expense Form.

### **VII. CANCELLATION OF TRAVEL**

- A. In the event that the traveler must cancel a trip:
1. The traveler shall notify the Financial Management Office and their direct supervisor immediately.
  2. The traveler shall complete the Travel Expense Form and provide it to the Financial Management Office within seven (7) days of cancellation. The "remarks" section of the form should contain an explanation for the cancellation and indicate the expenses to be refunded.
  3. The Financial Management Office shall coordinate the cancellation of all registration, travel, and lodging reservations, and ensure that the city receives a refund for all prepaid expenses whenever a refund is allowed by the vendor.
- B. Should expenses be incurred due to traveler negligence, the traveler may be required to provide reimbursement to the city.

### **VIII. EXCEPTIONS**

Any exceptions or unusual circumstances not provided for in these procedures or City Administrative Procedure 602 must be documented and shall be approved by the appropriate official or designee.