

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 12: Resource Control **Order Number:** 1262
Topic: DEPARTMENT TRAVEL AND TRAINING **Issued by:** Chief of Police
EXPENSES
Approved: 1/25/19
Review: Annually in September by the Fiscal Affairs Manager
Supersedes: General Order 1262 dated 12/4/15

.01 PURPOSE:

To set forth the procedures to be used to obtain funds for and account for funds spent on Department travel and training.

.02 CROSS-REF.:

G.O. [1650](#), "Standards of Employee Conduct"
G.O. [1701](#), "Training Division"
City of Frederick - Purchasing Rules & Regulations
City of Frederick – Travel Regulations and Expense Reports
Form [FA-004](#), "Expense Report"

.03 DISCUSSION:

Members of the Department are required, from time to time, to travel outside the City of Frederick in the performance of their duties, including attendance at training programs. The Department has established procedures to maintain an accurate and timely accounting of expenditures that are either paid in advance or reimbursed to employees after the event. Additionally, the Department has established procedures to reconcile the receipts accumulated during department-required travel and the return of any monies advanced, but not used for such travel.

.04 POLICY:

Personnel will expend Department funds for travel or training purposes only when authorized. The Department's Fiscal Affairs Unit will ensure that there is an accurate and timely accounting of funds disbursed for travel or training purposes.

.05 DEFINITIONS:

CHECK REQUEST - a request for the Finance Department to issue a check in payment of certain specific expenditures.

P-PCARD – Government issued credit card to make immediate purchases

MILEAGE RATE - reimbursement for authorized travel in a private vehicle. The City reimburses at the current Internal Revenue Services mileage allowance rate.

PER DIEM - daily meal allowances for overnight or out of area business travel. These amounts are set by the City of Frederick and may be changed from time to time based on government rates or geographic location.

.10 REQUESTS FOR ENFORCEMENT TRAVEL EXPENSE:

The Department annually budgets funds to cover travel and training expenses. Travel expenses may be incurred because of law enforcement duties such as traveling for investigation purposes, extraditions, testimony in court or other related purposes. In the event that such travel can be foreseen and planned for, the individual who is required to travel will request, via memorandum

through their supervisor, travel and expense funds for lodging or other expenses from the Fiscal Affairs Manager. The Fiscal Affairs Manager will handle this request in accordance with established purchase procedures. If exigent circumstances dictate immediate disbursement of travel expense funds for enforcement purposes, the individual requiring the funds will submit a written request to the Fiscal Affairs Manager, who will furnish the funds from available resources.

.12 REQUESTS FOR EXPENSES FOR TRAINING:

Each year, the Department allocates funds to cover training expenses, including travel and per diem costs. [General Order 1701, "Training Division"](#), outlines the procedures to be used in requesting funds for outside training programs. Personnel are to adhere to this procedure when requesting funds for training purposes.

.20 TRAVEL:

1. Personnel traveling on authorized business will exercise the same care in incurring expenses as if they were traveling on personal business at their own expense. Whenever possible, departmental vehicles will be used for authorized travel. However, if this is not possible the Department will reimburse individuals for approved use of a personal vehicle at the current Internal Revenue Service (IRS) mileage rate. Tolls and parking fees are reimbursable. Receipts are required for all reimbursements.
2. Employees traveling on commercial carriers will not alter their travel arrangements that have been scheduled by or for the Department unless they have been given permission to do so by a command officer. Changes to travel arrangements that are made by a commercial carrier that are unavoidable and through no fault or instigation of the employee must be reported to the employee's supervisor immediately.
3. The allocation of per diem is on a case by case basis. The employee requesting the allocation of per diem must submit, in writing via the training/ travel request, any amount requested. That request must be approved by the Chain of Command up thru the Training Committee, prior to the disbursement of any funds. If approved, the Fiscal Affairs Manager will submit requests for reimbursement to the City expeditiously and in no event later than 10 days after receipt. The request for Per Diem is solely the responsibility of the person attending the training or authorized business trip. Original receipts are required to be returned to the Fiscal Affairs Unit for all (rental vehicle, tolls, parking, fuel, meal, etc.) expenses.
4. Reimbursements are not fronted and are at the rates of the city of Frederick's travel policy. All reimbursement's must accompany a conference/training agenda in order to be reimbursed. If a meal is provided at any time during the conference/training that meal will not be part of the reimbursement. The department will NOT cover buying groceries or taking any food that you decide to take with you for your training.
5. Per diem, under city guidelines, will consist of \$8.00 for breakfast, \$12.00 for lunch, and \$20.00 for dinner. The employee should attempt to stay within these parameters in order to receive reimbursement
6. The Department may, through the Fiscal Affairs Manager, provide all or part of estimated per diem funds to an employee in advance in exceptional circumstances, as determined by the Office of the Chief. All unused funds must be returned immediately upon return from travel.

.30 ACCOUNTING:

1. The Fiscal Affairs Unit will prepay by purchase order, check request or P-Card as many expenses as possible such as registration fees, housing, hotel and airfare, etc. ALL hotel arrangements must be made thru the Fiscal department in order to avoid having a personal credit card charged at the time of arrival instead of the department P-Card. ALL airfare must be pre-authorized by the Budget Director before booking takes place. Personnel assigned to

Department travel will submit an expense report (Form FA-004) to the Fiscal Affairs Manager within seven (7) days of the conclusion of the travel. The report will list all expenses paid by day with receipts attached, along with a detailed Conference/Training agenda. The Fiscal Manager will audit the receipts and submit them to the City Finance Department for accounting and reimbursement of the employee. If the expense report is incomplete, the individual's reimbursement can and will be held in Fiscal until all necessary paperwork is complete. Once complete it will be sent to City Finance to be processed.

2. In order for employee's to receive reimbursements in the same week as they are submitted, reimbursements need to be submitted to the Fiscal Manager on a Monday. Reimbursement checks are typically mailed to the employee's residence on a Friday, unless otherwise specified.

.40 RECEIVING GIFTS, GRATUITIES, ETC. IN TRAVEL:

Employees may not solicit any gift, discount, grant, or gratuity in the course of their on-duty, Department related travel that has not been specifically approved by the Department, including, but not limited to, frequent flyer miles, travel vouchers, and the like. Any employee receiving any such gift, discount, grant or gratuity will report it to their supervisor, in writing, immediately upon their return from travel. All such gifts, discounts, grants and gratuities are the property of the City, not of individual employees.