

	POLICY & PROCEDURE	SERIES # 514	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	TRAVEL AND EXPENSES		09/28/09
DISTRIBUTION ALL MANUALS		AMENDS/SUPERSEDES/CANCELS P&P #514 dated 07/22/02.	
		OVERSIGHT Fiscal Management	

I. PURPOSE:

The purpose of this policy is to establish the Police Division's official position for out-of-city travel by Hampton Police Division personnel.

II. POLICY:

It shall be the policy of the Hampton Police Division to allow officers to travel out of the city for the purposes of conducting official business, attending schools, and transporting prisoners from other jurisdictions. It shall also be the policy of the Hampton Police Division to allow for expenses to be paid in accordance with the outlined procedures, which follow.

The Professional Standards Branch Commander shall coordinate and oversee out-of-city travel to attend training and other miscellaneous types of official business. The Investigative Services Branch will coordinate and oversee out-of-city travel for prisoner transportation, court, and related matters.

III. DEFINITION:

Description of Out-of-City Travel

Out of City travel is defined as all travel outside the city limits with the exception of short trips (Newport News, Poquoson, York County & Gloucester) or trips where the member of the Police Division is not required to be away from his/her official duty station on an overnight basis. Employees are not reimbursed for meal or travel expenses incurred for training, meetings, or seminars occurring within the Hampton City limits.

IV. PROCEDURE:

A. Transportation

1. The type of transportation to be used for any particular trip will be based on the following considerations:
 - a. The round trip mileage to be traveled.

APPROVED:
CHIEF OF POLICE



- b. The number of Division members making the trip.
 - c. The cost of the various types of transportation.
2. The following will be the types of transportation available to members along with outlined restrictions on expenses:
- a. City Vehicles
 1. City vehicles will be the preferred means of travel for all members attending schools, conducting city business, or transporting prisoners. This preference will naturally be subject to mileage limitations or the other stipulations which are outlined in this directive.
 2. All operating expenses incurred while using a city vehicle on an approved trip will be refundable. The expenses, however, must be documented with a receipt.
 - b. Private Automobiles
 1. The use of an employee's private automobile will be allowed where feasible. The intent to use a private automobile on such a trip must be approved prior to the acquisition of funds.
 2. Tolls will be allowed in addition to mileage rates but must be documented.
 3. Employees will not be allowed additional days off the job at city expense to travel in a private automobile when the trip can be made in the same day via commercial airlines. In other words, if employees wish to use private automobiles and this choice causes them to be away from their duty stations for additional time, they must utilize their vacation or compensatory time to justify their absence.
 4. Per diem will not be paid to individuals for additional days of travel when utilizing a private automobile if this traveling day could be eliminated by taking a commercial airline.
 - c. Commercial Aircraft
 1. Transportation by commercial aircraft for the purposes outlined in this directive shall be utilized only when the one-way distance between Hampton and the desired destination exceeds 200 miles. When the distance exceeds 200 miles and air transportation is available, the feasibility of traveling by air should be considered.

2. Members traveling on commercial aircraft shall be allowed to travel at regular tourist fare (coach) except where such accommodations are not available.
 3. Members who travel on a commercial airliner shall be required to furnish the receipt for that transportation.
- d. Other Modes of Transportation
1. Travel by other means of transportation, such as trains, buses, etc. may be authorized only after the above mentioned means of transportation have been analyzed and determined not to be practical.
 2. No member shall be allowed transportation expenses where he is transported by another individual who is entitled to mileage or transportation expenses.
 3. Authorization for taxi, bus, subway, and parking charges:
 - a. Normally, parking charges shall be an allowable expense. (Receipts required)
 - b. Generally, taxi, bus, and subway fares shall be allowed and appropriate tips and gratuities shall also be allowed. (Receipts required)

B. Lodging

Members of the Police Division who are on official business and must spend the night away from their duty station shall be allowed the actual expenses of lodging at the single occupancy rate. In cases where two officers are sent to the same location, the officers will be required, where feasible, to share the same room and split the cost of the double occupancy rate. The cost of lodging must be substantiated by an itemized bill.

C. Meals, Incidental Expenses, and Per Diem

1. Travel Day Expenses and Per Diem Expenses

- a. All members are entitled to the actual meals and expenses incurred on days required for traveling to and from their destination (not to exceed \$5.00 for breakfast, \$10.00 for lunch and \$20.00 for supper, including gratuities).

In addition to travel day expenses, a per diem allowance of \$35.00 per day will be paid for the day(s) actually required to be at a specific location.

No receipts are required unless actual expenses exceed

allowable amounts for travel day expenses and per diem of \$35.00 per day. Employee will be reimbursed for actual expenses only if supported by bona fide receipts and the amount does not exceed \$45.00.

1. The per diem allowance is for reasonable and justifiable expenses incurred while out of the city.
 2. This per diem allowance shall be in addition to the allowable lodging and travel expenses as explained previously.
- b. The following items are examples of non-allowable expenses.
1. Entertainment costs, including the cost of alcoholic beverages.
 2. Excessive gratuities.
 3. Personal travel insurance.
 4. Personal phone calls or telegrams.
- c. Expenses for high cost areas will be in accordance with City policy and must have the approval of the Fiscal Management Unit.
2. **Receipts are required for official functions that include a meal. This would include a local out-of town training session where lunch expenses are provided.**

D. Responsibility of Traveler

1. It is the responsibility of the member who does the traveling to prepare the voucher and certify that the travel expenses were spent and were spent on official business in accordance with established Division and City policy. Vouchers are available from Fiscal Management.
2. It is the traveler's responsibility to submit a travel expense voucher and required receipts no later than two working days after returning from the trip.
3. The voucher will be reviewed to ensure it is in compliance with current Division and City policy.

E. Approving Authorities

All travel by Police Division members is subject to the authorization and approval of the Chief of Police. All travel vouchers from employees will be reviewed and subject to a final review by the City's Director of Finance.

F. Miscellaneous Guidelines Concerning Expenses Paid by the City of Hampton.

1. Failure to comply with the contents of this directive could result in financial loss to the person or persons involved. Members should pay particular attention to requirements for receipts since expenses not substantiated by the required receipts shall not be allowed and the member shall suffer financial consequences.
2. Members are instructed that the purpose of their travel is to benefit the City of Hampton. It is requested that each member purchase only those services which are necessary for his subsistence and then from the most reasonable source. Activities which are exclusively for personal entertainment, even though related in time, space or name with the purpose of the travel are not proper expenses and should not be claimed on the travel voucher.
3. All members of the Division are to be aware of the amount of per diem and the amount of expenditures which are allowed prior to their departure.

G. Prisoner Transportation within the State

Expenses incurred while traveling in state to secure a prisoner will be limited to the actual cost to the officer and prisoner while outside of the City of Hampton in accordance with procedures listed above.

H. Travel for Investigative Purposes:

Expenses incurred while traveling in state or out of state for the purpose of questioning suspects or witnesses to crimes will be limited to the actual cost of the officers traveling in accordance with the procedures listed above. The Investigative Commander will submit the travel request to the Chief of Police (or his designee) for prior approval. Investigative Services personnel will make any necessary reservations and file all necessary paperwork.

I. Extradition of Prisoners Outside the State of Virginia*

When funds are required to travel outside the State of Virginia to extradite a prisoner, the following procedure will be followed:

1. The appropriate Investigative Unit Commander (or Investigator) shall contact the Commonwealth Attorney's Office to get approval to proceed with extradition.
2. The Primary Investigator, or the officer making the trip, shall contact the Investigations Administrative Assistant to prepare the travel worksheet estimating the necessary funds that will be needed for the officers who are traveling to extradite the prisoner. This travel worksheet is then submitted to the appropriate Investigative Services supervisor for

signature.

3. The paperwork is then taken to the Fiscal Management Unit for an Authorization for Payment which is taken to the City Finance Department to obtain the travel funds.
4. Investigative Services personnel will make necessary travel arrangements (i.e. airline tickets, hotel reservations, rent-a-car).
5. Before the officers leave on the extradition, Investigative Services must fax the Travel Order Request to the Secretary of the Commonwealth of Virginia.
6. Upon return from the extradition, the officer in charge of the travel funds will turn in receipts for all money spent and any leftover money to the Investigations Administrative Assistant who will then prepare the Statement of Travel that is forwarded to the City Finance Department for processing.
7. The officer will also sign the appropriate reimbursement forms from the State of Virginia. Upon being reimbursed from the Governor's Office, the officer shall immediately forward the check covering expenses to the Investigations Administrative Assistant who will annotate receipt of the check and forward it to the Fiscal Management Unit for deposit.
8. On extraditions, receipts for transportation, lodging, meals, car rentals, etc. are REQUIRED. A receipt is required for all expenses.

* Note – See Policy and Procedure 1147 for extradition procedures.

