



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 303

Policy Name Travel/Expense Allowance

Approved by *Wendell Franklin, Chief of Police*

Effective Date 08/15/2003

Approved Date 08/15/2003

Previous Date 03/07/1997

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Officers shall be allowed travel time and expenses when participating in approved scheduled events, criminal investigations, and other City or police related activities. Approved travel will be in accordance with the *City of Tulsa's Ordinances, Personnel Policy and Procedures*, Section 80.

The event, travel mode, travel time, and trip related expenses must have prior approval by the Chief of Police (or designee). Only those events which are necessary to conduct police business or that are directly related to the employee's job development will be authorized.

For out of town trips where an overnight stay is required, the maximum compensable travel time is eight hours per day to reach the event and eight hours per day to return to Tulsa. Officers are considered to be on active employment status while traveling and during activities relating to the purpose of the trip.

For trips of one day, where an overnight stay is not required, all of the approved time spent traveling between cities and participating in related events is considered as time worked (Exception: When traveling outside of normal working hours as a passenger on a common carrier.), in accordance with the Fair Labor Standards Act (FLSA), Title 29 CFR 785.

Advance travel allowance may be requested when traveling out of town on official business if certain anticipated expenses are estimated to exceed one hundred dollars (\$100.00) (i.e., per diem, lodging, gasoline, mileage, etc.). Such expenses do not include the cost of airfare, car rental, registration fees, or hotel deposits.

Officers will be reimbursed for approved travel and event expenses. A Travel Authorization/Advance and Expense Voucher must be completed for reimbursement or advancement of funds.

SUMMARY: Procedures for requesting travel time, travel expense allowance, and/or expense reimbursement.

APPLIES TO: All sworn personnel

DEFINITIONS:

SCHEDULED EVENT – schools, official meetings, conferences, training seminars, workshops, criminal investigations, and other City or police related activities.

PROCEDURES:

A. WHEN REQUESTING APPROVAL TO ATTEND A SCHEDULED EVENT

1. Officers:

- a. Submit an *Interoffice Correspondence* to the Chief of Police through the proper chain of command. Include the following:
 - 1) The name, location, and nature of the event.
 - 2) The dates and times of the event.
 - 3) Registration fees and/or costs of the event.
 - 4) How the event will benefit the employee in the performance of his/her job.
 - 5) Travel mode and estimated expenses.
 - 6) Lodging information and estimated expenses.
 - 7) Contact person and telephone number.
- b. If approved, complete a Travel Authorization/Advance and Expense Voucher with the estimated travel expenses and forward with a copy of the approved request and event registration form or brochure to Police Personnel/Budget at least two weeks prior to the departure date.
- c. When possible, travel expense vouchers for airline travel should be submitted far enough in advance to take advantage of advance purchase airline ticket rates.
- d. A request for a travel advance allowance should be included on the *Travel Expense Voucher*, if needed.
- e. Contact the proper travel agency to make airline and/or car rental reservations.

2. Police Personnel/Budget:

- a. Forward the officer's request, brochure, and voucher to the Department of Finance for issuance of funds.
- b. Contact the officer and inform him/her to pick up the travel advance allowance, airline tickets, and/or car rental voucher at least three days prior to the departure date.

B. UPON COMPLETION OF A TRIP

1. Officer:

- a. Turn in all original receipts for approved travel expenses to Police Personnel/Budget within ten days. The following must be submitted, if applicable:
 - 1) An itemized hotel receipt with a zero balance.
 - 2) The last stub of the airline passenger receipt.
 - 3) The rental car voucher.
- b. If the actual expenses are less than the travel advance, include a reimbursement to the City of Tulsa for the difference.

2. Police Personnel/Budget:

- a. Complete the *Travel Expense Voucher* and determine the difference between the estimated and actual expenses.
- b. If the actual expenses exceed the travel advance, forward the completed *Travel Expense Voucher* to the Accounts Payable Department at City Hall. Accounts Payable will mail the officer a reimbursement check for the difference.

C. TO CANCEL TRAVEL PLANS

1. Officer:

- a. Submit an *Interoffice Correspondence* to Police Personnel/Budget explaining why the trip was canceled. Include the airline tickets, rental car voucher, and travel advance allowance.

- b. Notify the proper travel agency immediately of the cancellation.
2. Police Personnel/Budget:
 - a. Forward the *Interoffice Correspondence* with the airline tickets, rental car voucher, and advance travel allowance to Accounts Payable in the City Finance Department.

REGULATIONS:

1. When two or more officers are traveling together, a *Travel Authorization/Advance* and *Expense Voucher* shall be completed for each employee.
2. When traveling by a personally owned vehicle, authorized vehicle expenses (i.e., mileage, parking, toll fees, etc.) shall not exceed what the coach airfare would be to the same destination.
3. If an officer is offered the option of public transportation but chooses to drive or be a passenger in either a personally owned vehicle or a city vehicle, the officer shall only be compensated for the amount of travel time it would have taken if public transportation had been used.
4. Officers shall not transfer their advanced travel funds to another employee.
5. If an officer elects to take additional time off immediately preceding or following a scheduled event, accrued compensatory or vacation time shall be used.

REFERENCES:

Fair Labor Standards Act, Title 29 CFR 785

City of Tulsa Revised Ordinances

City of Tulsa Personnel Policy and Procedure, Section 807, *Travel for Official City Business*