

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Travel</b>		



## I. Introduction

Division **personnel** traveling in an official status may have travel paid for or reimbursed by the City of Columbus. To provide uniformity and equal treatment, the City and the Division of Police have established travel guidelines and procedures. This Directive details the procedures set forth by the Division. “The City of Columbus Travel Procedures and Guidelines” as established by the City Auditor are maintained in **a separate directive** of this manual.

## II. Policy Statements

- A. Division **personnel** traveling on City business shall abide by all travel and training guidelines set forth by the City Auditor, Chief of Police, and City Ordinance.
- B. Division personnel shall not obligate the City prior to receiving approval from the City Auditor. **Reimbursement may not be issued to personnel who incur expenses prior to receiving approval.**
- C. No City funds will be advanced for meals or lodging. Travelers shall pay these expenses and keep receipts when required for subsequent reimbursement.
- D. **Nonrefundable** expenditures of City funds, **such as airfare and registration fees**, shall not be approved **more than** 60 days in advance of travel without the **authorization** of a deputy chief.
- E. Vehicle rental shall be approved only when justified and in accordance with published City guidelines. Justification for the rental shall be made in the original travel request and shall clearly demonstrate the benefit to the City. Unless justification can be made, Division personnel will be reimbursed only for the least expensive class of rental vehicle that will reasonably accommodate the traveler(s); **for example**, one traveler would be entitled to the smallest vehicle available, two travelers would be entitled to the next larger vehicle, etc.
- F. Division personnel shall exercise discretion when using a City vehicle for out-of-town travel. Appropriate use includes any travel necessary for training, meetings, meals, supplies, or other work-related functions. Use outside of these guidelines may require justification. This policy does not apply to personnel with the rank of commander or higher, or to personnel attending the FBI Academy, the Southern Police Institute, or with approval, other long-term training.

- G. Division personnel attending a conference or training session shall attend all appropriate sessions of the event.

### III. Procedures

#### A. Personnel Requesting Travel

1. Refer to and abide by all procedures set forth in the “City of Columbus Travel Procedures and Guidelines” **directive**.
2. **Complete the Request to Travel/Attend Outside Training, form S-70.116; attach quotes as outlined in Section III,A,3; and forward the printed materials** through the chain of command six weeks prior to traveling when possible for **the following**:
  - a. Travel within Ohio for which no City funds other than for gasoline or overtime are spent, or for which evidence funds are used, requires approval by a bureau commander.
  - b. Travel within Ohio involving the expenditure of City funds requires approval by a deputy chief.
  - c. Travel within Ohio for which an overnight stay is required, involving the expenditure of City **g**eneral funds, requires prior approval by a deputy chief, the Safety Director, and the Finance & Management Director.
  - d. Travel outside Ohio for investigative purposes related to a criminal case and for which evidence funds will be used requires approval by a deputy chief.
  - e. Travel outside Ohio unrelated to a criminal investigation, involving the expenditure of City **g**eneral funds, requires prior approval by the Chief of Police, the Safety Director, and the Finance & Management Director.
  - f. All travel involving the expenditure of Law Enforcement Seizure Funds and Continuing Professional Training Funds requires prior approval by the Chief of Police and the Safety Director.

Note: The six-week requirement does not apply for travel paid with evidence funds.

3. **Attach** quotes for expenses **to the Request to Travel/Attend Outside Training form** as follows:
  - a. Obtain airfare quotes through an on-line travel service **or a Division-approved travel agency**.
  - b. Obtain lodging quotes directly from hotels or other lodging providers **or an** online travel service. Request the availability of a government or conference rate and attempt to get the sales tax excluded.
  - c. Obtain vehicle rental rates directly from vehicle rental companies or an online travel service, when applicable.
  - d. Include the above information on the Request to Travel/Attend Outside Training form, ensuring the appropriate check box is selected when a Division-approved travel agency is used.**

**4. Upon receiving approval to travel:**

- a. Coordinate travel expenditures and arrangements with the Fiscal Operations Section including, but not limited to, flight and hotel reservations and training application forms.**

**Note: When using a Division-approved travel agency as outlined in III,A,3,a, complete arrangements through the agency according to the approved expenditure amount.**

**5. Upon return from travel:**

- a. Obtain and complete a Travel Expense Report, City Auditor Form ERF5, and forward the form and receipts to the Fiscal Operations Section.**

**Note: Do not request reimbursement for meals or other expenses that were provided or included as a part of the training or registration fee.**

- b. Comply with the applicable requirements for completed training as outlined in the "Training" directive.**

**B. Bureau Commander Approving/Disapproving a Travel Request**

- 1. Indicate approval or disapproval on the Request to Travel/Attend Outside Training form. Notify the originator's chain of command of the decision.**

- 2. Forward all original approved travel documentation to the Fiscal Operations Section.**

**C. Deputy Chief Approving/Disapproving a Travel Request**

- 1. Indicate approval or disapproval on the Request to Travel/Attend Outside Training form. Notify the originator's chain of command of the decision.**

- 2. Forward all original approved travel documentation to the Administrative Subdivision Deputy Chief.**

**D. Chief of Police**

- 1. Indicate approval or disapproval on the Request to Travel/Attend Outside Training form. Notify the originator's chain of command of the decision.**

- 2. Forward all original approved travel documentation to the Administrative Subdivision Deputy Chief.**

**E. Fiscal Operations Section Personnel**

- 1. Notify the originator after receiving approval from the Safety Director and/or City Finance & Management Department.**

- 2. As needed, assist personnel approved to travel.**