

Columbus Police Division Directive	EFFECTIVE Dec. 30, 2000	NUMBER 9.12
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<b>Travel</b>		



Cross Reference: 9.01

## 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” established by the City Auditor ***apply to all City personnel and*** are maintained ***on the City’s intranet.***

## 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 shall 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 shall not be approved more than 60 days in advance of travel without the authorization of a deputy chief.
- E. Division personnel shall not assign another employee to travel in the place of an approved traveler without prior approval of a deputy chief or above. Public Safety Fiscal Management personnel shall be notified of a change in traveler at least six weeks in advance unless exigent circumstances exist.
- F. Division personnel who cancel travel for personal reasons shall immediately notify Public Safety Fiscal Management personnel via email. Personnel who cancel for personal reasons shall not be reimbursed for non-refundable expenses without approval from the Chief of Police.
- G. 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 shall 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.

- H. 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 at the rank of bureau commander/manager or higher, or with approval, any other long-term training.
- I. 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" ***on the City's intranet.***
- 2. Complete the Request to Travel/Attend Outside Training, form S-70.116, attach quotes as outlined in Section III,A,4, and forward the printed materials through the chain of command six weeks prior to traveling when possible as follows:
  - a. Travel within Ohio involving the expenditure of City funds requires approval by a deputy chief.
  - b. Travel within Ohio for which an overnight stay is required and involving the expenditure of City general funds requires prior approval by a deputy chief, the Public Safety Director, and the Finance and Management Director.
  - c. Travel outside Ohio unrelated to a criminal investigation and involving the expenditure of City general funds requires prior approval by the Chief of Police, the Public Safety Director, and the Finance and Management Director.
  - d. 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.
- 3. Complete the Investigative Travel, form I-20.163, when travel is related to criminal investigations as follows:
  - a. Travel within Ohio for which no City funds other than for gasoline or overtime are spent, requires approval by the requesting personnel's lieutenant or section supervisor.
  - b. Travel within Ohio for which evidence funds are used requires approval by a bureau commander/manager.

- c. 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.

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

4. Attach quotes for expenses to the Request to Travel/Attend Outside Training form as follows:
  - a. Obtain airfare quotes.
  - b. Obtain lodging quotes. Request the availability of a government or conference rate and attempt to get the sales tax excluded.
  - c. Obtain vehicle rental rates.
  - d. Include the above information on the Request to Travel/Attend Outside Training form.
5. Upon receiving approval to travel:
  - a. Ensure the actual expenses will not exceed 10% over the original quote. If seeking reimbursement when expenses exceed 10% over the original quote, additional explanation is required and must be approved by the Public Accountability Subdivision Deputy Chief in order to receive reimbursement.
  - b. Coordinate travel expenditures and arrangements with Public Safety Fiscal Management personnel including, but not limited to, flight and hotel reservations and training application forms.
- B. Lieutenant or Section Supervisor 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 Public Safety Fiscal Management personnel.
- C. Bureau Commander/Manager 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 Public Safety Fiscal Management personnel for funding availability.
- D. 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 Public Safety Fiscal Management personnel.
- E. 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 Public Safety Fiscal Management personnel.

#### F. Public Safety Fiscal Management Personnel

1. Notify the originator after receiving approval from the Safety Director and/or City Finance and Management Department.
2. As needed, assist personnel approved to travel.

#### G. Personnel Returning From Travel

1. Within 45 days of return from a trip, obtain and complete a City Auditor Travel Expenses - Reimbursement Request form. The form may be requested from Public Safety Fiscal Management personnel or located on the Division Intranet. Forward the form and receipts (excluding those for meals) to Public Safety Fiscal Management personnel.

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

2. Comply with the applicable requirements for completed training as outlined in the "Training" directive.

#### H. Personnel Requesting to Change Traveler/Cancel Travel

##### 1. Canceled Traveler

Notify Public Safety Fiscal Management personnel and your immediate supervisor via email immediately upon knowledge of being unable to attend a scheduled travel request for any reason.

##### 2. Immediate Supervisor

- a. Send an email notification and explanation through the chain of command to the deputy chief requesting a change in traveler at least six weeks in advance unless exigent circumstances exist.
- b. Make a recommendation of who should travel in the place of the canceled traveler.

##### 3. Deputy Chief

- a. Approve or disapprove the change in traveler.
- b. Notify Public Safety Fiscal Management personnel of the approved change.

##### 4. Public Safety Fiscal Management Personnel

Contact the new traveler to make arrangements for travel and assist in obtaining all necessary travel documentation.