

**Procedure
2.7**

**EFFECTIVE
DATE
110105**

**Eugene
Police Department**



Out of Town Travel

2.7.1 PURPOSE AND SCOPE

This procedure outlines procedures for out-of-town travel on City business, and is intended to be used in conjunction with other relevant City policies (e.g., *Financial Policies and Procedures Manual*).

PART I - Responsibilities and Procedures for All Personnel

- A. Generally
- B. Before the trip
- C. During the trip
- D. After the trip

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Approving supervisors
- B. Issues requiring Police Chief approval

2.7.2 Responsibilities and Procedures for All Personnel

A. Generally

1. You are expected to exercise good judgement, have regard for economy, and recognize proper use of public monies while travelling or incurring expenses in connection with City business.
2. Refer to the *Financial Policies and Procedures Manual* regarding whether an out-of-town trip is considered to be an overnight trip. When you depart and return on the same day, payment for meals not included in other costs (e.g., registration fees) will be made in the manner authorized by the applicable labor agreement (for bargaining unit employees) and/or City policy (refer *Financial Policies and Procedures Manual*).

3. As a general rule, personal expenses and entertainment are not paid for or reimbursed by the City (refer *Financial Policies and Procedures Manual*).
4. Mode of travel: The mode of travel should be selected based on both economy and the best use of time, considering such factors as transportation costs, staff travel time, and costs of inroute meals and lodging. By City policy, reimbursement is limited to the mode of travel that results in the least cost to the City. If a car is to be used, City policy states that use of City vehicles is preferred over use of privately-owned vehicles.
 - a. If you are using a City vehicle and may need to refuel during an out-of-town trip, obtain a fuel card for that vehicle from Fleet prior to your trip by sending an e-mail to **Eugene Fleet (customer requests)*. Fleet will provide a fuel card, a PIN for the card, and instructions for using the card, which may be used at most gas stations. If multiple City vehicles are involved, a separate card must be obtained for each vehicle, and each card must be used only for the vehicle for which it was issued. Return the card(s) to Fleet after you return.
 - b. If you use your private vehicle, you must complete the “Mileage Report of Private Automobiles Used in City Business” form, tracking your mileage, and have this approved to obtain mileage reimbursement.
5. Meal and incidental expenses: For meal and incidental travel expenses, you may be reimbursed via either the actual expense method or the per diem method. *The payment option must be approved prior to travel, and used for the entire trip.* Tips should be given for service following normal tipping guidelines; they are included in the total amount authorized.
 - a. For the actual expense method, you must produce receipts for all expenditures. The amount spent on tips should be documented (e.g., by writing the amount of the tip on the appropriate receipt). The total amount spent must be consistent with current City guidelines (which is the same amount as the per diem amount), unless traveling to an area where meal expenses are considerably higher than the normal amount authorized and you have received prior supervisory approval to exceed City guidelines.
 - b. Employees using the per diem method are not required to produce receipts for meals and incidental travel costs, but instead

will be reimbursed according to per diem guidelines. Meals (other than breakfast) charged to the hotel or included in the cost of a conference/training registration must be deducted from the per diem amount. For partial days, the per diem amount will be pro-rated. No City credit card should be used for expenses covered by per diem.

6. Lodging and transportation: Lodging and transportation expenses will be paid as an actual expense (with receipts required).
7. Rental car: A rental car will be authorized only when you have traveled to a destination by a means other than an automobile and the training or conference is at a location different from the hotel where you will be staying, or you will need a car for some other reason to conduct City business. (A rental car will not be provided if your hotel is within reasonable walking distance of the training/conference venue, or if transportation is provided.)
 - a. A compact car is the standard size allowed.
 - b. If the vehicle is being rented for more than 5 days, preference will be given to renting from a company which has a contract with the City or with the State of Oregon that covers the period of rental and includes insurance coverage in the rental price. (Division Administrative Aides can provide the names of qualifying companies.)
 - c. Supplemental Liability Protection (SLP), with liability coverage no less than \$500,000 per occurrence, and Damage Waiver (DW) coverage should be purchased as part of the rental agreement unless such coverage is already provided as part of the rental agreement. (Refer also APPM §7-333)
 - d. Charge any gas purchases for the rental car to your City MasterCard, or pay cash and obtain a receipt.
8. If another agency is paying part or all of the cost of your assigned travel, you may choose to accept that agency's benefits. If you do, the City will not reimburse you for any travel expenses paid by the other agency. If you elect to take the City's benefits, you must forward any funds received from the other agency to the Financial Services Unit.
9. If you have any additional, unanticipated expenses needed to conduct City business or to successfully complete the trip, obtain receipts (when possible) to accompany the memo you will prepare upon return to

document and explain the additional expenses. An example of such an expense might be a meal you purchased to replace a conference-provided meal that you were unable to eat for dietary or business reasons.

B. Before the trip

1. Complete the “Travel & Expense Authorization/Reconciliation” form, along with an estimate of any overtime costs which will be incurred (by you and/or by the need to backfill your position), and have it approved. Estimated overtime costs should be documented on the “OT Impact Estimate” form, available as a Word template on the Police Intranet.
 - a. If you are attending a training class, you must also complete a “Notice/Request to Attend Class” form and have it approved. (This form is available as a Word template on the Police Intranet.) Your supervisor will contact Central Training, who will advise your supervisor of any relevant information about the class (e.g., past evaluations of the class, whether it will be offered closer to Eugene in the near future). The supervisor will consider this information in making his/her decision as to whether to approve the request.
 - b. These forms must be approved and given to the appropriate Administrative Aide at least three weeks prior to the date of the training/conference or two weeks prior to the registration deadline (whichever is earlier) in order to allow adequate time to process the request.
2. Arrange to pay in advance for as many expenses as possible, so that payment may be made through the City’s “PeopleSoft” system (e.g., lodging, transportation, conference/registration fees, per diem).
3. Contact your division Administrative Aide to make any needed travel arrangements (e.g., air transportation, lodging, rental car), registration for the event, and per diem (when applicable).
4. Receive approval for either the actual expense or per diem method for reimbursing meal and incidental travel expenses, and mark the appropriate box on the “Travel & Expense” form.

C. During the trip

1. With the exception of expenses covered by per diem, the use of a City credit card is encouraged to pay authorized expenses.

2. You are allowed to make one brief long-distance phone call home (which should normally not exceed 10 minutes) each day while you are away at City expense. The call should be made in the most cost-effective manner available.

D. After the trip

1. Reconciliation of expenses must be done within 5 working days of your return.
 - Obtain the original “Travel & Expense” form from your division Administrative Aide.
 - If you have used a City MasterCard, make copies of the receipts. The *copies* should be turned in with the “Travel & Expense” form, and the original receipts with your procurement log (which may be obtained from your Administrative Aide).
 - Complete the reverse side of the “Travel & Expense” form, attach all receipts (or copies of MasterCard receipts), and submit to your supervisor for review/approval.
 - If there are additional, unanticipated expenses, attach a memo documenting and explaining these expenses, along with any applicable receipts.
 - If you are returning money with the form, ensure that it is personally given to your supervisor.
 - The approved form is then forwarded to the division Administrative Aide for processing.
2. If you are returning money (either cash or a check), you will normally be given a copy of the “Travel and Expense” form documenting the amount of money returned, or issued a receipt.
3. If you have attended a training class, you must also complete a Class Evaluation Report and forward it to Central Training Administrative Aide. This form is available as a Word template (“Class Evaluation Report”) and must be completed before you receive credit for attending the class. You should also send a photocopy of any certificate(s) you received as a result of your attendance.
4. Submission of the expense reconciliation should not be delayed pending receipt of training-related documents or information.