

Anchorage Police Department Regulations and Procedures Manual	Operational Procedures 2.06.030	
Policy and Procedure Title Travel Procedures Policy	Effective Date 6/3/20	Page 1 of 9
Replaces Prior Policy: 10/12/12	Approved by: Chief Justin Doll	

This policy is the internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

2.06.030 Travel Procedures Policy

PURPOSE

To establish policies and procedures to approve travel requests, process travel activity, and pay travel expenses.

POLICY

All employees will follow department policy in procuring travel authorization and payment or Municipal policy if travel is outside of that described in this policy.

DEFINITIONS

Anchorage Area: The Municipality of Anchorage (from the Knik River Bridge to Portage).

APD Travel Coordinator: Contact person within APD that will initiate and process all travel paperwork. Current designations are Fiscal Clerk, Executive Assistant to the Chief, and Detective Clerk.

Approval: Authorization to travel or authorization for expense reimbursement. Approval must be obtained through the appropriate Chain of Command process.

Chain of Command: Chain of Command is defined as the lines of communication, responsibility, and authority going upward and downward within the organizational hierarchy through each successive level of supervision. In applying this definition, an employee must direct/receive Official Communication(s) through his or her Supervisor(s). Each person within the Chain of Command has the inherent responsibility and authority to make decisions and provide solutions for those under their supervision.

International Travel: Travel outside of the United States. Travel to U.S. territories is not considered to be international travel. International travel must be submitted to the Mayor for approval after Chain of Command approval.

Per Diem: The rate of pay per day for meals and other miscellaneous expenses. This rate is reduced on travel days per IRS regulations.

Prohibited Expenses: Prohibited expenses will not be reimbursed by the Municipality. They include, but are not limited to: 1) “buying” frequent flyer miles from employees who use miles to obtain airline tickets, 2) passport fees, 3) travel/rental car insurance, 4) alcohol, 5) the use of personal watercraft, 6) cruise ship conferences, 7) the use of personal aircraft, 8) dry cleaning and laundry charges and 9) business meals (unless in compliance with MOA P&P 68-3).

Request for Professional or Technical Training/Development: A form to be completed when travel is for training purposes.

Travel: Travel outside of the Anchorage Area, but inside the United States, unless otherwise noted.

Traveler: Any individual traveling on behalf of the Municipality. Travelers are not necessarily employees. Contractor travel need not comply with this policy.

Travel Authorization: The form showing the trip details and approval(s).

Travel Day: The day of departure from and the day of return to the point of origin.

Travel Expense Report: The report showing details of the expenses, the accounting distributions, and approvals.

DISCUSSION

This policy applies to all APD employees, sworn and non-sworn, who are traveling on Anchorage Police Department-related business. This policy in no way supersedes MOA Travel Procedure Guide 68-1 (11/1/2008). It is the employee’s responsibility to read and understand MOA P&P 68-1.

For the Anchorage Police Department’s parameters on compensation on travel related to Department-sponsored training, optional training and mandatory work travel/training, see Appendix A “Guidelines for Travel and Training Pay Rate Compensation” at the end of this policy.

For travel conducted for business, training and investigation purposes by Anchorage Police Department personnel, this policy sets out guidelines and instructions that shall be followed. Travel must be approved in advance. The consequence of unauthorized travel could be non-reimbursement. **Failure to follow these work instructions/guidelines may result in discipline.**

PROCEDURE

I. GENERAL

- A. Regardless if travel is paid for by a grant, APD, any other law enforcement agency, or zero travel, arrangements generally shall not be reserved or purchased until travel paper work has been approved through employees' Chain of Command and notification of approval has been received from the Fiscal Clerk.

II. TRAVEL AUTHORIZATION AND APPROVAL

- A. The requesting employee must first meet with an APD Travel Coordinator to initiate a Travel Authorization form and Request for Training form. The employee must identify the funding source before meeting with an APD Travel Coordinator. An APD Travel Coordinator will research quotes and costs, complete the form, including employee signature, and deliver, with all attachments, to the Fiscal Clerk. The Fiscal Clerk will complete the budget information and forward forms through the approval Chain of Command. The Fiscal Clerk will be the final point of contact for all forms.
- B. Employee must submit training and travel request information by email to the APD Travel Coordinator at least two weeks prior to the travel date after informing their Supervisor and appropriate chain of command. Exceptions may be made for TFOs (Task Force Officer) and other essential last minute events/training. Failure to submit travel information in the designated time frame may result in the travel being denied.
- C. If employees travel outside the Anchorage Area with their APD assigned car, they are required to obtain permission from their Chain of Command.
- D. Prior to a request for travel, the employee will check in the electronic timekeeping system for scheduled court cases during the employee's absence. If there is a conflict, this must be resolved prior to making travel arrangements or leaving town.
- E. It is also the responsibility of employees and their Chain of Command to arrange the travel and training to minimize overtime costs to the Department. (Refer to Appendix A "Guideline for Travel and Training Pay Rate Compensation")
- F. If it is last minute travel and an APD Travel Coordinator is not available, employees shall contact their Chain of Command for directions.

III. BUSINESS/PERSONAL TRAVEL

- A. Employees who wish to combine personal travel in conjunction with the training/conference must document this request during the initial visit with an APD Travel Coordinator. The employee(s) are responsible for all expenses connected with the personal travel. If an employee takes personal time along with the business, the APD Travel Coordinator is required to submit two flight itineraries; one with the business and the personal dates, the second with just

the business dates. If there is a difference of price where the combined business and personal travel is more expensive than just the business travel, the employee is responsible for the difference. On all combined business/personal itineraries, the APD Travel Coordinator must also have a printed copy of the business-only flight quoted on the same date that the combined airfare is purchased. This must be submitted with the travel expense report.

IV. RENTAL CAR

- A. The Department will not pay for rental cars when the conference is held in the hotel where employees are staying or transportation is provided to and from the conference site. If the employees believe they need a rental car to attend the training or conference then employees shall make a request through an APD Travel Coordinator with the proper documentation to support the request. The APD Travel Coordinator will forward the request through the Chain of Command to the Captain level or higher for a decision.
- B. If a rental car is approved, the Department will pay for a compact or midsize car, whichever is cheaper. Most rental car companies do not accept 3rd party credit cards for rented vehicles and the employee may need to use a personal credit card to obtain the rental.
- C. If the MOA rents a car for an employee, it is for business purposes only (to and from the airport, training site, and meals). The city is self-insured, therefore will not pay for insurance. If the employee intends to use this vehicle for personal business, then it is the employee's responsibility to insure the vehicle through their personal insurance or by purchasing the car rental company's insurance; however, the employee will not be reimbursed for this expense. Whenever employees rent a vehicle for business purposes and use it for personal use, they shall fill out the Rental Car Fuel Pro-rater form, available through an APD Travel Coordinator, and submit it with their expense report.

V. RESERVATIONS AND BOOKING ARRANGEMENTS

- A. Once travel paperwork has been approved, notification will be sent from the Fiscal Clerk and an APD Travel Coordinator will book the flight and hotel reservations and will contact the training agency concerning registration. APD receives miles, as does the traveler, through both EasyBiz (Alaska Airlines) and Sky Bonus (Delta). Research must still be done to make sure the Department gets the best ticket price. Sometimes there is a significant difference of several hundred dollars for a single ticket. A good rule of thumb is a price difference of \$100 or more. Travel must be booked with the cheaper airline or employees must justify to their Chain of Command why the more expensive ticket is the best option.

- B. The Department is willing to accommodate employees' travel needs as much as possible, however, keep in mind that we should still be prudent in our spending even if travel is being paid for by grant monies or another agency. Department personnel may be required to share a room and/or rental vehicles. The APD Travel Coordinator will book a reasonably priced room for each employee. If employees want to upgrade their room, they are responsible for the difference or must obtain permission through their Chain of Command up to the Captain level.
- C. Employees are permitted to leave their conference/training session up to two hours early in order to catch a reasonable flight back to Anchorage. They are also permitted to miss a banquet or dinner at the end of the conference/training in order to catch a reasonable flight back to Anchorage.
- D. If a conference or training session ends by noon or early afternoon, in time for employees to find a reasonable return flight home, travelers are required to return to Anchorage the same day. However, if the conference or training does not conclude until 5:00 PM or later and travelers cannot find a reasonable flight home, they are permitted to stay overnight and lodging and per diem will be covered by the Department. If employees choose to extend their stay at the end of the conference, they will be responsible for all additional expenses and the MOA will not pay the employees per diem for the extra days.
- E. Employees will be responsible to ensure the airline ticket, hotel reservations, dates of travel, seminar/class registration, as well as any other information is correct. If not, employees will contact and work with an APD Travel Coordinator to correct it. Some errors can be changed or corrected within 24 hours without additional charges to the Department or employees.

VI. CHANGES TO TRAVEL ITINERARY

- A. If changes are required on approved future travel, these changes must be done by the Fiscal Clerk.
- B. In the event employees cannot attend training or a conference after the travel arrangements have already been made, they shall contact an APD Travel Coordinator and their Chain of Command as soon as possible. An APD Travel Coordinator will cancel all reservations.
- C. If an employee changes their return flight for personal reasons (other than a family emergency), they will be responsible for all change fees as well as turning in revised paperwork. Employees who attend training in which their salary, travel, and training expenses are in full or partly paid for by the Anchorage Police Department or through a grant managed through the Anchorage Police Department are required to attend and complete that training. If an employee has a personal or family emergency that requires

them to cut the trip short, they shall contact or attempt to contact someone in their Chain of Command before leaving.

VII. TRAVEL EXPENSE REPORT

- I.** When an employee returns from travel, the employee has 30 days to complete the Travel Expense Report. Employees shall provide an APD Travel Coordinator:
 1. Original receipts for lodging, parking, baggage, fuel, airport shuttle or taxi, etc.
 2. Airline boarding passes.
 3. Event brochure and agenda if travel was for a conference, seminar, or training.
- B.** An APD Travel Coordinator will complete the expense report, have the employee sign it, and submit the completed form and original receipts to the Fiscal Clerk. The Fiscal Clerk will forward the form for Chain of Command signatures.

APPENDIX A

Guideline for Travel and Training Pay Rate Compensation

I. Department Sponsored and Approved Training:

- A. Employees desiring to attend training shall submit an application in the form and manner specified by the Training Section or Chain of Command expressed by conventional posting or other Department-authorized method. Applicants shall be selected in a method prescribed by the Chain of Command, consistent with Department and Municipal policy/procedure
 1. Training is considered work and the employee must be afforded an 8-hour break both before and after training that spans 8 hours or more (a shift).
 2. **Training 5 days or more in length:** Employees who have worked 40 hours will transition to a 5 day/9 hours (unpaid lunch) schedule with two days off before and after the work week. Employees who have worked less than 40 hours will receive one day off and then transition into a 5 day/9 hours schedule with two days off after the training. Supervisors shall ensure the employees are given the number of days off on the front side and/or back side of the training to ensure that employees do not work more than 40 hours in a row or week and/or 80 hours in a pay period.
 3. **Training less than 5 days in length:** Supervisors shall ensure employees comply with the current restrictions for number of hours worked and that there is at least an 8-hour break between shifts utilizing training leave and adjust work hours when necessary. Employees shall also be given training leave for the next shift if they do not get 8 straight hours off due to court obligations or an emergency call-out.
 4. **Temporary Duty Assignment:** Employees who attend training 5 days or more in length will be placed on Temporary Duty Assignment (TDA) to Training. This status has certain administrative impact, including:
 - a. Those employees on TDA will not be eligible for overtime call-in during the period of the school, but will still be responsible for satisfying all normal court obligations, and are eligible to respond to emergency call-outs of specialized units of which those employees are members. If the employees are on an extended call-out they will work with their Chain of Command to determine if and when they will resume the training schedule.

- b. Employees are not eligible for posted overtime during the duration of the training. Employees shall not work a posted overtime if it interferes with their 8 straight hours off between the end of a shift and the beginning of training, or after training and the beginning of the next shift. The only exception to this rule is if employees signed up for and were selected for the posted overtime, prior to being selected for the training. Employees that find themselves in this circumstance shall work with their Chain of Command to resolve the conflict.
- 5. **Compensation:** If the training occurs on an employee's day off, the employee shall be compensated at the appropriate overtime or compensatory time rate per the Collective Bargaining Agreement. In cases where the training is not approved in the sense that all costs have been approved, training leave may be granted for voluntary attendance at training at the discretion of the administration.

Travel time that occurs during the during the normal work hours, including days worked and scheduled days off, is compensable. However, outside of normal work hours, it is generally not compensable.

II. Optional Travel and Training:

- A. Includes out of state and some in-state training for professional development that has not been approved by the APD Administration. If an employee chooses on their own to attend training which has not been specifically approved by the APD Administration, no expenses will be paid by the MOA, nor will there be an adjustment to the work schedule.
 - 1. Regarding out of state training, as a general rule, overtime will not be compensated for *optional* training unless approved at the Captain level or higher in the Chain of Command.

III. Mandatory Training and Mandatory Work Related Travel:

- A. Mandatory training is all training that employees are required to attend by their Chain of Command. Mandatory work-related travel is travel that is required as part of an employee's assignment (i.e. - background investigator, to testify in court, and to facilitate a police investigation).
 - 1. **Mandatory Travel and Training 5 days or more in length:**
Employees who have worked 40 hours will transition to a 5 day/9 hours (unpaid lunch) schedule with two days off before and after the work week. Employees who have worked less than 40 hours will receive one day off and then transition into a 5 day/9 hours schedule with two days off after the training. If the training is two weeks or more in duration, employees will continue, after the initial week, in the

5 day/9 hours (unpaid lunch) schedule with two days off before and after the training. Supervisors shall ensure the employees are given the number of days off on the front side and/or back side of the training to ensure that employees do not work more than 40 hours in a row or week and/or 80 hours in a pay period.

2. **Mandatory Travel and Training less than 5 days in length:**

Employees who have worked less than 40 hours in the work week and are required to travel or attend training within less than 8 hours of the end of that shift shall be given training leave for that shift. Employees shall also be given training leave for the shift before or after the training/travel if they do not get 8 straight hours off due to court obligations or an emergency call-out. Employees will be given the number of days off on the front side and/or back side of the training to ensure that the they) do not work more than 40 hours in a row or week and/or 80 hours in a pay period.

3. **Compensation:** As a general rule, overtime incurred for mandatory training/work on a scheduled day off and travel during normal work hours on a day off will be compensated at an employee's normal rate of paid overtime or compensatory time per the labor contract.

- a. Training/work that exceeds employees' normal daily work hours or TDA training schedule will be compensated at the normal rate of paid overtime or compensatory time per the CBA.
- b. **Exception:** Employees who do Department-related work while traveling shall be compensated at normal rate of overtime pay or compensatory time per the CBA. Employees shall receive permission from their Chain of Command before doing work while traveling during the time frame when they are entitled to no more than hour for hour compensation as required by this policy.

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