



# POLICY 1807

Subject <b>TRAINING/TRAVEL REIMBURSEMENT</b>	
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*By Order of the Police Commissioner*

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**POLICY**

It is the policy of the Baltimore City Police Department (BPD) to encourage the continuous training of members to promote professional development and enhance the ability of the BPD to provide exceptional service to the citizens of Baltimore. At times, these training opportunities require members to pay registration fees, course fees, and travel expenses. This policy describes the procedures for requesting an authorization for training/travel and receiving reimbursements for related expenses. However, this policy does not apply to In-Service Training as defined below.

**DEFINITIONS**

**AmexGlobal** – Application for members to book airfare and hotel accommodation based on GSA rates.

**BPDVUE** – Application for members to submit minor and regular training and travel requests online at <https://vue.bpdnet.org/travelrequest>

**In-Service Training** – Training that is conducted by the BPD, either by BPD members or outside entities brought in for specific training sessions, that does not require the member to request approval to participate. In-Service training is usually assigned to members and is considered mandatory when assigned.

**Minor Training/Travel Request (Less than \$800)** – Petition initiated by a BPD member through an online submission to BPDVUE Travel/Training Request Tracker (<https://vue.bpdnet.org/travelrequest>) for the reimbursement of training/travel expenses that are less than \$800 and do not meet any of the criteria characterizing the expenses of a Regular Training/Travel Request. Minor Training/Travel Requests do not require Police Commissioner or BOE approval.

**Regular Training/Travel Request** – Petition initiated by a BPD member through an online submission to BPDVUE Travel/Training Request Tracker (<https://vue.bpdnet.org/travelrequest>), for the reimbursement of training/travel expenses which meet any of the following criteria: total amount exceeding \$800; member absence of more than five work days; member travel during weekends or international travel; reimbursement from a third-party source in an amount greater than \$100. Regular Training/Travel Requests must be approved by the Police Commissioner and the Board of Estimates (BOE).

**Workday Finance (Workday)** – The Baltimore City web-based financial management system, utilized for all City financial transactions including budgeting, procurement, expenses, financial accounting, banking and settlement, and grants management.

**GENERAL**

1. Only Training/Travel Requests for official BPD business shall be authorized. If the Police Commissioner believes that it is beneficial to have BPD representatives present at a conference, convention, meeting, seminar, training class, or to travel on BPD business, the Police Commissioner may assign such representatives.
2. The Police Commissioner may authorize a Regular Training/Travel Request without prior approval from the Baltimore City Board of Estimates (BOE). However, any change in the details (name of traveler, destination, amount, etc.) of an approved Request shall be approved by the

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member's Commanding Officer and Police Commissioner.

3. All modes of travel used by BPD representatives shall be the most economical for the position held. BPD shall pay all transportation costs, including group transportation to/from an airport, consistent with this requirement for economy. Other costs eligible for reimbursement include the following:
  - 3.1. Tuition for training courses.
  - 3.2. Registration fees for conferences, conventions and similar gatherings.
  - 3.3. Rental vehicles, if specifically authorized in advance by the Police Commissioner and/or BOE.
4. The BPD shall only bear the cost of travel expenses incurred by a BPD member working on official business. Any additional costs incurred as a result of staying at a venue before/after a conference/training event begins or taking a side trip for reasons of personal interest, convenience, or to accommodate a person who is not on official business, are ineligible for reimbursement and shall be paid for by the member.
5. Funds authorized through the Training/Travel Request process may be disbursed through cash advance to the traveling BPD member prior to their departure if a cash advance is requested and approved in time.
6. For all third-party funded travel/training with an estimated value over \$100, the member shall submit the total estimated cost for the travel/training and proof that the third party is covering all costs. Note that these requests still require BOE approval.

## **REQUIRED ACTION**

### **Member**

#### **Training/Travel Request Process**

7. Members shall submit their request via the BPDVUE Travel/Training Request Tracker (<https://vue.bpdnet.org/travelrequest>) and include all relevant details of the request in the Purpose of Travel/Training section (Including relevant details in BPDVUE replaces the need for a Form 95, Administrative Report). Additionally, the member must be prepared to upload all required supporting documentation as outlined below:
  - 7.1. Hotel reservation documentation that includes the estimated cost of the room, if applicable (must not exceed the currently published General Services Administration rates).
  - 7.2. Documentation showing estimated cost of flights, rental car, and any other cost related to travel.
  - 7.3. Copy of the conference itinerary, course syllabus, registration, or other documentation relevant to the event in question.

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Submission for Approval/Disapproval

8. All Training/Travel Requests (whether there is a cost incurred or not) shall be approved by the member's chain of command up to and including the member's Deputy Commissioner (or Colonel/Chief if no Deputy Commissioner is in the chain of command). Deputy Commissioners and Colonels/Chiefs are responsible for ensuring that sufficient funding is available within their budget to cover the requested costs.
9. Regular Training/Travel Requests over \$800 or third-party training/travel requests with an estimated value over \$100 shall be submitted using the online application BPDVUE Travel/Training Request Process no less than 45 days prior to the intended date of departure.
  - 9.1. Regular Training/Travel Requests which require Police Commissioner and BOE approval that are submitted after the minimum 45 days from the date of training/travel shall be rejected unless there are extenuating circumstances.
  - 9.2. In the event of extenuating circumstances that prevent submitting a Regular Training/Travel Requests according to the 45 day-restriction, an exception request can be made via the online BPDVUE Travel/Training Request process.
10. Minor Training/Travel Requests shall be submitted in BPDVUE no less than 10 days before travel. Minor Training/Travel Requests do not require BOE approval.
11. Extradition/Investigative travel requests shall be processed immediately upon approval of the command chain in BPDVUE.
12. The approval routing of all Training/Travel Requests is managed within the online travel/training request process, which ensures that all requests are routed to the proper individuals within the member's chain of command up to and including the Police Commissioner's Office.

NOTE: It may take up to 10 days to secure all of the necessary signatures and approvals. Members are encouraged to discuss their request and verbally secure approvals in advance of the deadlines defined in this policy.
13. If a rental vehicle is necessary, the member shall include a written explanation of the purpose and cost (quote) of the rental.

NOTE: Vehicle rental policy is covered under the City of Baltimore's Administrative Manual Policy 501-9.
14. Members may request the short-term use of a Departmental vehicle for BPD business away from the member's regular work location (e.g., travel to/from a distant training site, facilitating the service of a search warrant, etc.). Only Colonels/Chiefs and above may authorize such short-term Departmental vehicle use.
15. Members shall not make any payments with personal funds until their Training/Travel Request has been approved. Any personal payments made by a member prior to the approval of their

Request, or not listed among the items in an approved Request, may not be reimbursed.

16. After the travel/training event, members shall submit all original itemized receipts for transportation, lodging, food, conference fees, as well as a list of any excess/unspent funds to the Fiscal Section within 10 business days of their return from travel. Receipts submitted after ten business days may delay processing. Lodging costs shall not exceed the currently published GSA rates.
17. In addition, members shall comply with all of the following regarding the submission of receipts:
  - 17.1. Scan all documentation and send it to: [BPDExpenseReceipts@baltimorepolice.org](mailto:BPDExpenseReceipts@baltimorepolice.org).
  - 17.2. Expenses for alcoholic beverages shall not be reimbursed. Do not submit dining receipts with alcohol included. Reimbursement for expenses that include alcohol shall be denied. If a payment in advance was made to the member, the member may be subject to repay the city for expenses that include alcohol.
  - 17.3. Tips shall be reimbursed provided they are within the customary 15 to 20% of total bill including tax. Tips that exceed that amount shall not be reimbursed.
  - 17.4. Receipts for expenses incurred within the state of Maryland should not include sales tax, as BPD is a Maryland tax-exempt agency. It is the member's responsibility to ensure that they are not charged a sales tax for any expense incurred within the state of Maryland.
  - 17.5. Credit card statements are not an acceptable form of receipt documentation; only original itemized receipts shall be accepted.
  - 17.6. Submit a reimbursement check for all excess/unspent funds to the Fiscal Services Section.

#### Travel Related to Extraditions and Investigations

18. If the member is traveling for an extradition or an investigation, the member shall start the request process in BPDVUE, complete the online form, and upload the letter from the State's Attorney's Office for extraditions verifying the need for travel. At that time, the member may request an advancement of funds for travel via the online form.
  - 18.1. The request will be processed by the Fiscal Services team immediately upon all required approvals being received via BPDVUE.
  - 18.2. If the member receives advanced funds, they shall be required to pay back any unspent funds within 10 days of the return from travel.
  - 18.3. If the member is owed additional funds, they shall obtain a letter from the State's Attorney's Office verifying the need for additional funds.
19. No more than two members shall be approved for extradition or investigation-related travel unless

there are exigent circumstances, which shall be approved by the Police Commissioner's Office.

- 19.1. Members shall not drive a department vehicle if public transport (air travel) is available, appropriate for the distance needing to be traveled, and affordable.

### **Commanding Officer**

20. Each commanding officer identified in BPDVUE shall receive an email notification to approve or deny the Training/Travel Request in BPDVUE. Commanders shall access the system and provide their approval or denial in a timely manner.

### **Baltimore Police Department Fiscal Services and Budget**

21. Fiscal Services and Budget and Grants Unit shall be notified when all approvals have been secured in the online system.
22. Upon receiving notification, the Budget and Grants Unit shall perform a budget check to ensure that the designated funding source is valid.
23. Fiscal Services shall review the submission and contact the requesting member if any corrections are needed. The request process cannot be finalized for processing until all required documentation is provided by the member and validated by Fiscal Services.
  - 23.1. For requests that do not require funding or meet any of the requirements for BOE approval as noted above, Fiscal Services shall notify the requestor that the request has been approved once the request has been reviewed and validated and additional procedures will be discussed with the member.
  - 23.2. For requests that require travel, Fiscal Services shall contact the member to assist with making travel arrangements in AmexGlobal and ensure that applicable travel-related expenses are approved for payment once the request has been reviewed and validated.
  - 23.3. For requests that require BOE approval or that require funding, Fiscal Services shall then create a "Spend Authorization" in Workday.
  - 23.4. For BOE requests, Fiscal Services submits the packet to the BOE for approval through BOE Submit Portal. This submission must be at least 30 days in advance of the travel/training date.

### **Required Workday Transactions**

24. Upon validating the funding source and all necessary documentation for the request, Fiscal Services shall:
  - 24.1. Create a "Spend Authorization" request in Workday and attach all scanned documents to the request.
    - 24.1.1. The member's immediate supervisor in Workday shall approve the Spend

Authorization request in Workday.

24.1.2. If the request is for an amount greater than \$800, the Spend Authorization must receive approval from the BOE in Workday for any funds to be disbursed to the member.

24.1.3. If advance funds were requested, the funds shall be disbursed to the member through either direct deposit or check, depending on the member's payroll setup within Workday. Funds will be disbursed separately from payroll.

25. Fiscal Services shall authorize *Per diem* amounts according to the Baltimore City Administrative Manual's specifications for the location to which the member is traveling.

26. For cash advances, Fiscal Services shall review all receipts and expense vouchers from a member's completed period of training/travel in order to determine if any funds must be returned to Fiscal Services.

26.1. Fiscal Services shall ensure that any excess or unused funds are deposited into the appropriate account.

#### Travel Related to Extraditions and Investigations

27. Upon receipt of a completed online request that includes an endorsed Letter of Request from the State's Attorney's Office or a written directive from the appropriate command, Fiscal Services shall:

27.1. Draft a check from the appropriate account in an amount sufficient for the assigned detective(s) to conduct all required duties.

27.2. Make an entry in the appropriate electronic spreadsheet and enter in Workday as an ad hoc payment from the Special Operating account for extradition travel.

28. Upon completion of an extradition or investigation, Fiscal Services shall review all of the detective's receipts and expense vouchers (Form 78, See Appendix B), determine if any funds must be returned to Fiscal Services by the detective, and ensure that said funds are deposited into the appropriate account.

#### **RESCISSION**

Rescind Policy 1807, *Training/Travel Reimbursement*, dated 12 August 2023.

#### **COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each member is responsible for complying with the contents of this policy.

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**APPENDICES**

- A. Form 78, Expense Voucher



## APPENDIX A - Form 78, Expense Voucher

POLICE DEPARTMENT BALTIMORE, MARYLAND					
FISCAL DIVISION EXPENSE VOUCHER Form 78-19					
Drinks		Brought Forward			
Regis.		Meals (itemize)			
Telephone		Lodging (dates)			
Tuition		Transportation			
Carfare		Other			
Total					
Assignment:					
I hereby certify that the above is a correct statement of expenses justly incurred by me in the performance of police duty, and that I have this day received payment in full of the above sum.					
Date		(Signed)			
				Name and Title	
		(Approved)			
				Name and Title	
NOTE: Attach receipts for hotel bills and for other bills where same may be readily secured.				1160-27-13	