INDIANA STATE POLICE	***STANDARD OPERATING PROCEDURE*** State Form 39870 (R/ S- 06)	Reference Number FIS-003
	Subject Travel – Requests and Reimbursements	
	Special Instructions Replaces FIS-003 dated January 15, 2015	Effective Date **November 14, 2025**

I. PURPOSE

Establish guidelines for Department personnel to request travel authorization and claim reimbursement for travel and other related expenses.

II. POLICY

Department personnel shall obtain proper authorization prior to initiating any official travel. All claims for reimbursement shall be submitted on the appropriate forms. Reimbursement for allowable travel expenses shall be supported with original receipts for individual claims.

III. PROCEDURE

A. Official station

1. For travel purposes, the official station of an employee shall be the location of their permanent office or their home if the employee does not normally report to an office.

Examples:

Personnel assigned to general headquarters (GHQ) who do not regularly report there, their official station is considered their home.
Personnel assigned to GHQ and who report there daily, their official station is GHQ.
District investigative commanders, district commander staff, area commanders, and area investigative commanders, their official station is considered their district office.

B. Requests for travel authority

1. A request for in-state travel shall be typed on State Form #40097 and forwarded, through channels, to the appropriate commander, and then to the Fiscal Division.

2. All routine requests for out-of-state travel shall be submitted for approval at least 30 days prior to scheduled departure.

a. Requests for out-of-state travel shall be submitted through PeopleSoft Financials Travel and Expense utilizing the Travel Authorization form.

b. In the event that a request for out-of-state travel is submitted with less than 2 weeks, from departure, the request shall be typed on form: State Form #823 and forwarded, through channels, to the appropriate Deputy Superintendent.

C. Approval/Disapproval

1. The appropriate commander may sign, if approved, above Block 14 (State Form #40097) for in-state travel requests.

2. The appropriate deputy superintendent or the Chief Financial Officer of the Fiscal Division may approve an out-state travel request through PeopleSoft Financials Travel and Expense or by signing Block 28 of State Form #823, if applicable.

3. The deputy superintendent or commander reviewing the request shall include a notation of either approval or disapproval of the request.

D. Employees may take accrued time off in conjunction with authorized travel; however, the total amount of accrued time off shall not exceed the total number of days used as official business (to include Saturday and Sunday).

Example: If four (4) days are spent on official business then no more than four (4) additional days of accrued time off may be taken in conjunction with the trip. Accrued time may be taken at either the beginning of or at the end of the official business, however it must be taken consecutively and shall not be divided.

E. Emergency/urgent out-of-state travel

1. Unplanned, urgent travel, less than 12 hours in duration, may be approved, in writing, for personnel under their command by area commanders, division commanders, or section officers in charge.

2. Unplanned, urgent travel, requiring monetary reimbursement and exceeding 12 hours in duration, must be approved, in writing, prior to travel by the Superintendent, Assistant Superintendent, or appropriate deputy superintendent.

3. As soon as practical, the employee requesting emergency travel, shall complete the appropriate travel request form and forward, through channels, to the appropriate deputy superintendent for delivery to the Chief Financial Officer of the Fiscal Section. The employee shall include a copy of the written approval for the emergency travel.

F. Lodging

1. Whenever possible, two (2) employees traveling together shall share the same room.

2. Each employee shall be responsible for their own expenses.

*NOTE - If one person is paying for the full cost of the room, it must be noted on the State Form #823 or Stock #40097 prior to travel) Lodging (Motel) receipts must be in the traveler's name (not the person booking the room) and show the single occupancy government rate. Each traveler must have their own original receipt. Individual billings shall be required before reimbursement. Credit card receipts cannot be accepted as a lodging invoice. Need to add a travel Authorization in T&E or SF 823

3. Employees who are provided lodging at no charge shall forward a memo or e-mail, through channels, to the Fiscal Division.

4. When lodging charges include occupancy by a non-department employee (e.g., employee's spouse), the single room rate shall be reimbursed.

5. No employee is entitled to a subsistence allowance when working 50 miles or less from their official workstation. Employees may be exempted from this requirement in situations that are specifically authorized by the Superintendent and approved by IDOA.

G. Per diem

1. Missed meals that do not involve official travel are not eligible for reimbursement.

2. All meals provided by a third (3rd) party must be noted on the travel voucher.

3. An employee on official travel for at least 12 hours, and which includes overnight lodging,* shall be entitled the rate set by IDOA, at the time of travel, for in-state or out-of-state per diem.

*NOTE - Employees must be lodged overnight in order to receive per diem reimbursement.

4. Reimbursement for per diem over one day in duration may not exceed the rate set by IDOA for in-state or out-of-state per diem for each day.

5. Employees preparing to travel outside the country, for official business, should consult current IDOA Travel Policy for expense and meal allowance information.

H. Use of commercial transportation or privately owned vehicle

1. A state-owned commission shall be used rather than a privately owned vehicle, whenever available and practical.

2. Mileage reimbursement for use of a personally owned vehicle shall not be paid without prior approval for travel in PeopleSoft Financials Travel and Expense or appropriate travel form.

a. Authorized mileage reimbursement shall be paid according to the mileage rates set by IDOA effective at the time of travel. Reimbursement shall be made only for actual distance traveled or the distance between the destinationand official station, whichever is less.

b. For approved travel in a personally owned vehicle, beginning and ending odometer readings shall appear on the Travel Voucher (State Form#980) for each one way trip authorized.

3. Car rentals must have prior approval from the Indiana Department of Administration (IDOA). Additional insurance is not required as collision and liability insurance is automatically applied to the vehicle through the vendor.

4. Privately owned vehicles must comply with insurance coverage requirements (IC 9-25-4-1).

5. Tolls for roads and bridges located outside Indiana are reimbursable if the travel is performed in a state-owned, or personal vehicle and out-of-state travel has been approved. Original receipts shall be submitted as outlined below.

I. Bonuses, premiums, and compensation.

1. All bonuses, premiums, and compensation acquired by any employee as a result of travel authorized by the Department shall be forwarded to the Chief Financial Officer of the Fiscal Division.

J. Unusual expenses.

1. Requirements to pay non-standard or unusual travel related expenses (e.g., 500 race detail, state fair detail, or other special details) shall be coordinated by the Chief Financial Officer of the Fiscal Division.

K. Requests for travel advances.

1. Individuals wishing to receive advanced payment for travel expenses; such as rental car fees and/or lodging must submit a request memo, through channels, to the Chief Financial Officer of the Fiscal Division either with the travel request or after the travel has been approved by IDOA, but in no case, closer than ten working days prior to the date the travel begins.

2. The request memo shall detail expenses and hardships that exist to justify the requested advancement.

3. If approved by the Chief Financial Officer of the Fiscal Division, a check shall be issued to the traveler for the approved amount.

4. Upon completion of travel, the traveler shall submit a Travel Voucher (State Form #980) to include all actual expenses, by item, including those originally covered by the cash advance. Upon receipt of travel reimbursement (by direct deposit) the traveler shall, within seven (7) days, make reimbursement to the Department for the full amount of the cash advance. Reimbursement shall be made by check or money order payable to the Indiana State Police c/o the Fiscal Section.

L. Requests for travel reimbursement.

1. All requests for reimbursement of expenses incidental to travel must be initiated either PeopleSoft Financials Travel and Expense or on typed and completed Travel Voucher (State Form #980).

2. If completed on Travel Voucher:

a. The completed voucher shall be emailed to the Travel Administrator of the Fiscal Division as an excel spreadsheet. The document shall not be placed into a PDF.

b. The employee shall complete the voucher to include the following information:

(i) Name;
(ii) PE number;
(iii) Home Address;
(iv) Address of Post or Station;
(v) Month and day of each day in travel status
(vi) Location From – To;
(vii) Departure time of first day of travel;
(viii) Arrival time on last day of travel;
(ix) Purpose of travel.

2. A travel voucher shall be supported by an approved request for travel. Any voucher that is not supported by a previously approved travel request may be denied at the discretion of the department.

3. All reimbursement requests shall be supported by **original receipts**. Receipts shall be scanned by the employee and uploaded into PeopleSoft Financials Travel and Expense or submitted to the Travel Administrator of the Fiscal Division with the completed travel voucher.

a. If it is not possible to submit original receipts, a Missing Receipt Form (State Form# 42275 R/9-18) shall be completed.

b. The missing receipt form shall be signed by the employee, the employee's immediate supervisor and submitted with the travel voucher.

5. All claims for reimbursement must be initiated within **30 days of completion of travel**. Failure to do so may disqualify the claim.

M. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.