

P.O. 221 Expense Reimbursement

Effective From:	4-15-2010	Effective To:	Current
-----------------	-----------	---------------	---------

U. P.O. 221 - Expense Reimbursement

1. PURPOSE

- i) To establish guidelines and procedures for claiming and recovering costs associated with Department related travel.

2. SCOPE

- i) Officers shall refer to the "Louisiana Travel Guide" which is posted on the Office of State Purchasing and Travel Web site at <http://doa.louisiana.gov/osp/travel/traveloffice.htm> to determine reimbursement applicability. Officers who are authorized to receive reimbursement for work-related daily expenses shall complete a Travel Expense Account Form ([DPSMF 1382](#)). Officers claiming expenses for laundry need not submit a DPSMF 1382 to receive reimbursement.

3. MEALS

i) In-State Travel

- a) A [DPSMF 1382](#) must be accompanied by documentation that lodging was furnished at no charge if receipts for lodging are not available.
- b) An officer quartered at the LSP Training Academy will be given a meal ticket to obtain breakfast and lunch at the LSP cafeteria. Officers will then receive an allowance to cover evening meals in the amount authorized in the Louisiana Travel Guide. If an officer is quartered at the LSP Training Academy during weekends or holidays, then meal reimbursements shall be claimed in accordance with this order.

ii) Out-of-State Travel

- a) All requests for out-of-state travel shall be authorized through the chain-of-command to the appropriate Deputy Superintendent prior to commencement of travel.
 - 1) Requests for travel related to training shall be submitted on the Application for Training/Travel Request Form ([DPSMF 1595](#)) 14 days prior to travel date.
 - 2) Request for travel related to an investigation or other official business shall be submitted on a [DPSMF 1595](#).
- b) In emergency situations that necessitate immediate travel to a neighboring state, the Troop/Section supervisor shall be advised as soon as possible via electronic mail or telephone. He shall then notify the Troop/Section Commander who will forward the information through the chain-of-command to the appropriate Deputy Superintendent the next business day.
- c) Routine in-state travel (e.g., conducting investigations, executing warrants, attending section meetings, assisting with clerical duties, etc.) does not require a [DPSMF 1595](#) provided an annual Travel Authorization Form has been completed.
- d) Receipts for meals are not required regardless of travel area. The number of meals claimed shall be shown on the [DPSMF 1382](#). Partial meals such as continental breakfasts or airline meals are not considered meals.
- e) Officers entitled to reimbursement for meal expenses shall submit the [DPSMF 1382](#) when time and attendance records are entered for the biweekly pay period.
- f) Expenses may not be claimed if meals are provided as part of a registration fee.

4. LODGING

- i) Reimbursement claims for lodging must be accompanied by original receipts from a bona fide hotel or motel. All applicable receipts must be attached to the [DPSMF 1382](#) when submitted.
- ii) Where practicable, lodging shall be double occupancy.

- iii) An officer attending a meeting, school, conference, etc., shall contact motels in the area and secure confirmation of the most reasonably priced lodging.
 - iv) If the price exceeds the allowable rate, a request for an exception should be forwarded through the chain-of-command at least three (3) weeks prior to the planned departure date when possible.
 - v) If accommodations cannot be obtained within rates authorized, justification explaining why less expensive accommodations cannot be found must accompany the request for exception. Requests for exception lacking clear and convincing justification will not be approved.
 - vi) No reimbursements are allowed for functions not relating to a conference, i.e., tours, dances, etc.
 - vii) An officer entitled to reimbursement for travel expenses shall submit the [DPSMF 1382](#) with original receipts when time and attendance records are entered for the biweekly pay period. However, should travel expenses for a single trip exceed \$500, an officer may submit the Travel Expense Account Form with original receipts immediately upon return from travel.
5. RENTAL VEHICLES
- i) Officers shall obtain approval through their chain-of-command prior to the rental of vehicles.
 - ii) Insurance billed by car rental companies is not reimbursable for domestic travel.
 - iii) Receipts are required for reimbursement.
6. PERSONALLY-OWNED VEHICLES
- i) Officers wishing to utilize their personally-owned vehicles for state travel shall obtain permission through their chain-of-command.
7. CHARGING EXPENSES TO THE OFFICE OF STATE POLICE
- i) Use of Corporate Card
 - a) Officers who have a probability of travel for State Police related matters should obtain the Department-approved Corporate Card. The Corporate Card shall be used to purchase contract airfares.
 - b) Officers who do not possess the Corporate Card and desire a travel advance must obtain approval through the chain-of-command from the Deputy Superintendent for whom the officer works. Travel advances shall be punctually repaid when submitting the [DPSMF 1382](#) no later than the fifteenth day of the month following the completion of travel.
 - c) All travel related expenses shall be claimed on the monthly [DPSMF 1382](#).
8. OTHER REIMBURSABLE EXPENSES
- i) LSP Troopers are granted a standard/dry-cleaning allowance of \$8.00 each day that they are required to work regardless of the hours actually worked.
 - ii) DPS Officers are granted a standard/dry-cleaning allowance of \$5.30 each day that they are required to work regardless of the hours actually worked.
 - iii) Communications officers are granted a standard/dry-cleaning allowance of \$4.62 each day that they are required to work regardless of the hours actually worked.
9. EXPENSE ALLOWANCE FOR OTHER OFFICE OF STATE POLICE EMPLOYEES
- i) Employees of the Office of State Police other than State Police officers, Communications officers, DPS Police, Motor Vehicle Police, Weights & Standards Police and cadets in the Training Academy must justify their eligibility for expense allowances in order to submit a claim for such.
 - ii) Expenses will be reimbursed only when these employees are away from their official duty station. This allowance will be in accordance with the Division of Administration's travel regulations.
 - iii) When an employee is away from his official duty station and authorized to claim expenses, the out-of-area assignment will be noted on the claim and verified by the appropriate

supervisor.

10. INSTRUCTIONS FOR SUBMISSION OF CLAIMS

- i) Eligibility for reimbursement of expenses will be verified by examination of the employee's time and attendance sheet.
- ii) All applicable blanks must be filled in on the [DPSMF 1382](#). Improperly filed expense accounts will be returned for correction.
- iii) All expense accounts must be at Headquarters in Baton Rouge no later than the Friday after the pay period in which travel ends. Those not submitted in a timely fashion will be approved for payment the following month.

11. SPECIAL EXCEPTIONS OF RECORD

- i) The Superintendent shall be reimbursed on an actual expense basis, unless other provisions for reimbursement are made.
- ii) On special occasions when an employee accompanies or represents state officials, all expenses incurred may be reimbursed as follows:
 - a) The Superintendent must approve the reimbursement.
 - b) Receipts and other appropriate supporting documentation accompany the request for reimbursement.
 - c) Lodging allowances for security officers traveling with the Governor or his family away from Baton Rouge shall be actual expenses which shall be substantiated by receipts and other appropriate supporting documentation.
- iii) The Superintendent may give prior approval to exceed the lodging and meals provisions of these regulations by no more than 25 percent on a case-by-case basis. Receipts must accompany reimbursement requests.

12. FALSIFICATION OF EXPENSE ACCOUNT/RESTRICTIONS

- i) No employee shall knowingly and intentionally falsify a [DPSMF 1382](#) or approve a falsified [DPSMF 1382](#).