



City of Manassas Police Department General Duty Manual



Effective Date: 11-08-1999	GENERAL ORDER	Number: 03-18
Subject: Out of Town Travel		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 03-14-2014		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
General Order #	Dated:	
Accreditation Standards: 33.1.3	By Authority Of: <div style="text-align: center;"> Douglas W. Keen, Chief of Police </div>	Total Pages: 3

PURPOSE:

To establish procedures regarding official travel for which the City pays for travel or business related expenditures.

POLICY:

All business travel outside the Commonwealth of Virginia at the City's expense is made upon specific authorization of the City Manager, with funding approved by the Director of Finance. Travel within the Commonwealth of Virginia at the City's expense is made upon specific authorization of the Chief of Police, or through his designee, with funding approved by the Director of Finance. Payment and / or reimbursement of expenses for business travel is made in accordance with the City Employee Handbook Section 10.1 and this General Order.

DISCUSSION:

For the purposes of this General Order, the following definition applies:

DEPARTMENT CREDIT CARD: A financial instrument owned or received by the City or the Department that may take the form of a "credit card, debit card, or purchase card."

PROCEDURE:

I. Travel Authorization

- A. Members arrange for approval of business travel by completing a memorandum of the particulars of such travel, including:
 - 1. The purpose of travel.
 - 2. The times and dates of meetings or conferences. The agenda, brochure or other supporting documentation shall be attached.
 - 3. The destination and mode of travel.
 - 4. Beginning and ending dates for the trip.
 - 5. Estimated costs.
- B. The memorandum is forwarded through the appropriate chain of command to the Commander of Administrative Services for review. The Commander of Administrative Services forwards the memorandum to the Chief of Police for his review and final approval.
- C. Members traveling outside the City to authorized training schools or conferences are held to the same standards of conduct as in their normal workplace.
- D. Any period of nonattendance at a training school or conference shall be reported to the member's supervisor and documented, if necessary. The supervisor ensures the absence was authorized (i.e., court appearance, other assignments, etc.), and that appropriate make-up time or other follow-up is conducted.

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II. Transportation and Related Expenses, Generally

- A. Department vehicles are normally used for official Department business travel within Virginia, Maryland, the District of Columbia, or any destination that is less than one day's drive time from the City.
- B. Department credit cards for the purchase of fuel, oil, and light repairs to the vehicle when needed, are issued by the Property/ Evidence Technician to the member before the trip is undertaken, using the appropriate sign-out procedure.
- C. In the event that a Department vehicle is unavailable, the use of an appropriate City vehicle may be arranged by the Commander of Administrative Services.
- D. Personal vehicles may be used for business travel with the prior approval of the Chief of Police. The member pays for fuel and related expenses with his own funds, and receives a reimbursement from the City, based on the number of miles traveled. Taxi fees, public transportation fees, and tolls are also examples of reimbursable transportation expenses, and are reimbursed in addition to mileage reimbursements. The City follows the reimbursement rate currently authorized by the Commonwealth of Virginia, and mileage should not exceed the most direct route. In no case, however, is reimbursement made for more than the cost of the most economical air transportation. The use of personal vehicles is governed by Section 3.16 of the City Employee Handbook.
 - 1. Upon his return from business travel, the member completes a memorandum documenting the miles traveled, and the amount of reimbursement calculated. The memorandum is forwarded through the appropriate chain of command to the Commander of Administrative Services for a review.
 - 2. The package is then forwarded to the Director of Finance for review
 - 3. Upon final approval, the member receives a reimbursement check from the City Treasurer.
- E. In the event that the member uses a Department or City vehicle, and Department credit cards are unavailable, the member pays for fuel and related expenses with his own funds, and receives a reimbursement upon return for fuel, oil, and other routine expenses incurred on Department business for which receipts are submitted. Taxi fees, public transportation fees, and tolls are also examples of reimbursable transportation expenses.
 - 1. Upon his return from business travel, the member completes a memorandum documenting the expenses, and attaches receipts for all such expenses. The memorandum is forwarded through the appropriate chain of command to the Commander of Administrative Services for review.
 - 2. The package is then forwarded to the Director of Finance for review
 - 3. Upon final approval, the member receives a reimbursement check from the City Treasurer.
- F. Coach class airline travel is standard for trips beyond the states of Virginia, Maryland, and the District of Columbia. This mode of transportation is usually more economical to the City in time and expenses when long trips are made. Round-trip tickets are purchased whenever public carriers are used. Receipts for all such expenses are forwarded to the Fiscal Specialist.
- G. Some expenses incurred during business travel are not reimbursable. Such expenses include, but are not limited to:
 - 1. Most laundry and dry cleaning expenses. See Section 10.1 of the City Employee Handbook.
 - 2. Personal telephone use, other than a "safe arrival" call.
 - 3. Personal entertainment expenses or alcoholic beverages.
 - 4. Expenses for the member's spouse or other family members.

III. Per Diem

- A. When members are away from the City on approved business travel, the City authorizes a per diem allowance following the Internal Revenue Service Guidelines.
- B. The per diem allowance is paid for all days of travel, including the day of departure and the day of return. The member is not required to submit receipts for per diem expenses.
- C. The per diem allowance covers expenses other than training / conference registration costs and travel. These expenses include but are not limited to:
 - 1. Meals.
 - 2. Gratuities.
 - 3. Other incidental personal expenses.

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- D. The per diem allowance or advance funds for other foreseeable expenses may be issued by the Director of Finance prior to the member's travel date. To obtain such funding, either before or after business travel, the member:
1. Completes a memorandum documenting the days of travel, and calculates the per diem allowance, and attaches any brochure, agenda or other documentation for the travel. The package is then forwarded through the appropriate chain of command to the Commander of Administrative Services for a review.
 2. The package is then forwarded to the Director of Finance for a review.
 3. Upon final approval, the member receives a per diem allowance check from the City Treasurer.

IV. Receipts

- A. Within 3 (three) business days of a return from business travel, the member shall submit the following items to the Fiscal Specialist:
1. Department credit cards issued for the trip.
 2. All available receipts, with the exception of purchases made with per diem funds (See Section III, A, B and C).
 3. An itemization of expenses in memorandum form as required in Sections II and III of this General Order.
 4. Any unused funds that were issued to the member (except those received as a per diem allowance).
- B. Extradition travel requires receipts for **all** expenses incurred. Extradition travel is governed by General Order 6-17.
- C. In the event that the member is unable to obtain the proper receipt, a written explanation of the expenditure shall be submitted to the satisfaction of the Director of Finance.

Attachments: N/A

Index as: Out of town travel.
Transportation.
Travel Authorization.
Per Diem.
Personal Services.

References: N/A