
ADMINISTRATIVE DIRECTIVE – 113.006
TRAVEL ARRANGEMENTS

EFFECTIVE DATE: September 6, 1995
AFFECTS: All Personnel

REVISION DATE: April 11, 2019

Note: Employees may also refer to City of Plano Policies and Procedure Manual, Financial, Accounting, Budget, Purchasing, Risk Management, and Internal Audit policy 320.000, Travel and Expense Reimbursement

I. PURPOSE

This order establishes procedure for department members to make associated travel arrangements while participating in training or while conducting business on behalf of the City. These arrangements include provisions for tuition, travel, lodging, advance travel money, and for the submission of an Expense Report Form. It is the intent that employees suffer no financial loss nor realize any financial gain from business travel. The intent is to fund ordinary and reasonable expenses incurred by the employee.

II. POLICY

It is the policy of the Police Department to pay approved expenses for members traveling on behalf of the City, such as training courses, professional conferences, site visits, recruiting or criminal investigations.

III. PROCEDURES

A. Travel Arrangements

1. City Vehicle

- a. City vehicles are to be used whenever practical. Normally a vehicle will be used if the distance is less than three hundred (300) miles one way.
- b. Gasoline costs for vehicle use unrelated to the City business/training are the employee's responsibility.

2. Personal Vehicle Use

- a. The use of a personal vehicle for transportation to and from training or other travel sites will only be authorized when requested and approved in advance through the employee's Bureau Commander. Requests must include:
 - (1) Information as to why a city vehicle is not available for use, or
 - (2) Why it is in the best interest of the Department for the employee to use his/her personal vehicle.
- b. Reimbursement for personal mileage shall not exceed coach airfare and ground transportation costs that would typically be incurred with travel unless approved by the City Manager or Executive Director due to mitigating circumstances.

3. Airline Reservations

- a. Airline reservations and ticket purchase will be arranged by Fiscal Affairs. Upon approval for travel, Fiscal Affairs will coordinate travel dates and times for employees.
- b. In the event that the airline cannot accommodate the flight as scheduled or provide the employee with an acceptable alternative flight, the employee will request compensation by the airline at the time he/she is denied boarding. Compensation should be requested in the form of a check payable to the City of Plano.
- c. A copy of the purchase order, which can be obtained from Fiscal Affairs, is required for submission with the Expense Report Form.
- d. Flight insurance is not a reimbursable expense.

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4. Taxi Service

- a. Taxi fares for travel directly related to City business are eligible expenses (airport to hotel, hotel to training location, etc.).
- b. Taxi fares incurred by the employee to places or events not required as part of the City business are the responsibility of the employee and are not eligible expenses.
- c. Receipts for taxi fares are required for submission with the Expense Report Form.

5. Rental Vehicles

- a. Prior approval for a Department employee to rent a vehicle must be obtained from the employee's division commander.
- b. Rental cars should only be requested in the following examples:
 - (1) When taxi/shuttle service is not available or is impractical due to lengthy distances between lodging and destinations or,
 - (2) Travel to multiple locations is required.
- c. Compact or mid-size vehicles shall be requested unless otherwise approved.
- d. Collision insurance must be denied with the rental, as this coverage is provided by the City.
- e. A complete copy of the rental agreement or receipt is required for submission with the Expense Report Form.

B. Lodging

- 1. When out-of-town trips require overnight lodging, hotel rooms are to be reserved at standard rates.
 - a. Reservations for training related trips are made by the Training Coordinator unless the attendee is otherwise instructed.
 - b. When multiple employees will be attending training or business at the same location, two of the same gender will share a double hotel room – regardless of rank. Exceptions for single rooms will only be granted with approval from the Chief of Police, Assistant Chief or one of the Administrative Managers.
 - c. Lodging for other than training, such as recruiting trips or conferences, is arranged on a case by case basis.
- 2. Extra charges for a spouse or other guest are not reimbursable.
- 3. If the employee is able to return to Plano by 10:00 p.m., lodging is not provided the night of the last day of City business.
- 4. Itemized receipts are required for submission with the Expense Report Form.

C. Expense Advance

- 1. Expense Advances may be requested by the employees traveling on City business or training to pay for meal expenses, and other pre-approved expenses, including shuttle or vehicle rental fees. Expense advance amounts will be based on projected meal expenses per day and other estimated costs. The deadline for requesting an expense advance check is the Friday before the advance is issued. Funds will be deposited in the employees bank account

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on the Friday prior to the travel date. All expense advances must be cleared by the employee by submitting an Expense Report Form with required receipts.

2. Reasonable meal expenses may be reimbursed up to \$50.00 per day, including tips. Daily per diem calculations are set at a rate of \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. An employee may be reimbursed up to \$60.00 per day for the costs of meals, including tips if receipts are attached to the employees' expense report. Receipt reimbursable meals are set at a maximum rate of \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner. Any amount exceeding these per meal limits will be borne by the employee.

Note: Purchase of alcoholic beverages with meals is not an eligible expense.

3. Breakfast or lunch fees directly associated (work or training is actually being performed during the meal) with an in-town seminar, training session or professional meeting will be an eligible expense, provided it does not exceed \$10.00 for breakfast and \$15.00 for lunch.
4. Any monies left over from the expense advance amount must be returned to the City when the Expense Report Form is submitted. Only the amount spent can be claimed. Receipts or other documentation (such as a log) of meal expense amounts are required for all food related expenses. Employees who do not receive an expense advance prior to traveling on City business may request reimbursement for actual out-of-pocket expenses by submitting an Expense Report form with all required receipts.
5. Occasionally organizations or government agencies issue reimbursements for Police Department travel or training expenses for its employees. When a reimbursement is received, the funds will be used to offset the original expenses. Reimbursements will be handled in the following ways:
 - a. When a Police employee receives a reimbursement check in their name from any source other than the City of Plano, they will write a memo to the Chief of Police explaining what the check covers, such as personal out-of-pocket expenses, or if it reimburses the City for expenses paid directly (such as air fare or hotel), or an expense advance previously paid to the employee. If an employee had received an expense advance, and the amount of the reimbursement check covers the amount advanced to the employee, the employee must sign over the check to the City of Plano, and the payment will be coded to the Police Department account in which the original expense was incurred. If an employee does not receive an expense advance for travel or training expenses, and receives a reimbursement check from another source, the employee will retain the amount of the reimbursement for which they are entitled. If a reimbursement from another source covers expenses paid directly by the City of Plano it will be turned over to the City.
 - b. If the Police Department receives a check payable to the City of Plano for expenses previously paid for a Police employee's travel, the check will credit the correct Police Department account in which the original expenses were incurred.
 - c. If the employee receives a reimbursement during the time of their travel, they will submit the reimbursement and the memo with their Expense Report Form.

D. Tips

1. Tips (not to exceed 18 percent) for non-food purposes such as taxi service and \$1.00 per bag for porters are allowable expenses and are reimbursable.
2. Tips for food are allowable expenses and are reimbursable up to 20 percent.

E. Parking and Toll Fees

1. Airport and hotel parking fees are eligible expenses. Receipts are required.

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2. Toll charges are eligible expenses, with receipts or documentation.

F. Other Charges

Bar charges, valet services, dry cleaning or laundry, health club or spa, and television movies are not eligible expenses.

Employees may claim one personal telephone call, of reasonable duration (not to exceed 15 minutes) and cost, per day utilizing a pre-paid calling card that is obtained from the Chief's Office.

G. Expense Report Form

1. Any member attending training or traveling for the City or on City business at the expense of the Department is required to complete and submit an Expense Report Form via chain-of-command to Fiscal Affairs within seven (7) days upon return. Approval for an extension can only be given by a Division Commander.
2. The Expense Report Form must be completed when out-of-town travel expenses are incurred, regardless of whether the employee received an expense advance check from the City.
3. Expenses must be substantiated by receipts as required.
4. Immediate supervisors must review the Expense Report Form and receipts of their subordinates and approve it before forwarding the report to Fiscal Affairs.

H. Travel Time for Non-Training Related Activities

Request for travel time for activities outside the realm of traditional training (Texas Special Olympics Torch Run, Texas State Police Olympics, Conferences not directly related to police training, Baker to Vegas Run, etc.) should be routed through the chain of command to the Assistant Chief of Police. Approval for such events can only be granted by the Office of the Chief of Police. The requesting employee must describe how this activity is job related, meets the organizational goals and mission of the police department, and how representation at this event will benefit the department and city.