Cross Reference:...... 3.52

I. Introduction
Division employees traveling in an official status may have travel paid for or reimbursed by the City of Columbus. To provide uniformity and equal treatment, the City and the Division of Police have established travel guidelines and procedures. This Directive details the procedures set forth by the Division. “The City of Columbus Travel Procedures and Guidelines” as established by the City Auditor are maintained in the Reference Section of this manual.

II. Policy Statements
A. Division employees traveling on City business shall abide by all travel and training guidelines set forth by the City Auditor, Chief of Police, and City Ordinance.

B. Division personnel shall not obligate the City or themselves prior to receiving approval from the City Auditor.

C. No City funds will be advanced for meals or lodging. Travelers shall pay these expenses and keep receipts when required for subsequent reimbursement.

D. Nonreimbursable expenditures of City funds shall not be approved prior to 60 days in advance without the approval of a deputy chief.

E. Vehicle rental shall be approved only when justified and in accordance with published City guidelines. Justification for the rental shall be made in the original travel request and shall clearly demonstrate the benefit to the City. Unless justification can be made, Division personnel will be reimbursed only for the least expensive class of rental vehicle that will reasonably accommodate the traveler(s); e.g. one traveler would be entitled to the smallest vehicle available, two travelers would be entitled to the next larger vehicle, etc.

F. Division personnel shall exercise discretion when using a City vehicle for out-of-town travel. Appropriate use includes any travel necessary for training, meetings, meals, supplies, or other work-related functions. Use outside of these guidelines may require justification. This policy does not apply to personnel with the rank of commander or higher, or to personnel attending the FBI Academy, the Southern Police Institute, or, with approval, other long-term training.
G. Division personnel attending a conference or training session shall attend all appropriate sessions of the event.

III. Procedures
A. Personnel Requesting Travel
1. Refer to and abide by all procedures set forth in the “City of Columbus Travel Procedures and Guidelines.”
2. Forward a letter requesting approval through the chain of command six weeks prior to traveling, when possible, for:
   a. Travel within Ohio for which no City funds other than for gasoline or overtime are spent, or for which evidence funds are used, requires approval by a bureau commander.
   b. Travel within Ohio involving the expenditure of City funds requires approval by a deputy chief.
   c. Travel within Ohio for which an overnight stay is required, involving the expenditure of City General funds, requires prior approval by a deputy chief, the Safety Director, and the Finance & Management Director.
   d. Travel outside Ohio for investigative purposes related to a criminal case and for which evidence funds will be used requires approval by a deputy chief.
   e. Travel outside Ohio unrelated to a criminal investigation, involving the expenditure of City General funds, requires prior approval by the Chief of Police, the Safety Director, and the Finance & Management Director.
   f. All travel involving the expenditure of Law Enforcement Seizure Funds and Continuing Professional Training Funds requires prior approval by the Chief of Police and the Safety Director.

Note: The six-week requirement does not apply for travel paid for with evidence funds.
3. Include in the letter the personnel numbers (PNum) of all travelers and itemize the costs. Obtain quotes for expenses as follows:
   a. Obtain airfare quotes through an on-line travel service.
   b. Obtain lodging quotes directly from hotels or other lodging providers, or online travel service. Request the availability of a government or conference rate and attempt to get the sales tax excluded.
   c. Obtain vehicle rental rates directly from vehicle rental companies, or from an online travel service, when applicable.
4. Coordinate with the Fiscal Operations Unit, upon notification of approval from the Fiscal Operations Unit (for example, reservations, training application forms, lodging arrangements).
5. Obtain and complete a Travel Expense Report, City Auditor Form ERF5, *upon return*. Do not request reimbursement for meals or other expenses that were provided or included as a part of the training or registration fee. *Forward form with receipts to the Fiscal Operations Unit.*

6. Comply with the course critique requirements as outlined in the “Training” directive *upon return from an outside training course.*

B. Deputy Chief Approving/Disapproving a Travel Request
   1. Forward a copy of the routing sheet to the originator.
   2. Forward *all* original approved travel letters to the Administrative Subdivi-sion Deputy Chief.

C. Fiscal Operations Unit Personnel
   1. *Notify the originator upon notification of approval from the City Finance & Management Department.*
   2. As needed, assist personnel approved to travel.