



Series 100 Administration	Effective Date 5/4/2015	Review Date Annually	Directive Number 103.3
Chapter 103 - Resource Control			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>italics</i></small>
Reviewing Office <i>Budget Operations</i>			
References			

TRAVEL EXPENSES

103.3 - 1 PURPOSE

The purpose of this directive is to set guidelines for reconciling travel advances with expenses.

103.3 - 2 POLICY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a member's job and responsibilities and within the limitations of this directive.

103.3 - 3 Definitions

103.3 - 3.1 Administrative Travel

Administrative travel is travel by sworn members that does not meet P.A. 302 funding criteria for in-service training, or any travel by non-sworn employees for training or other purposes.

103.3 - 3.2 In-Service Training

Training for a sworn member that meets the criteria established by the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.) pursuant to Michigan Public Act 302 of 1982. In-service training includes a criminal justice educational program presented by an agency or entity eligible to receive funds pursuant to the Act, by a contractual services provider hired by the agency or entity eligible to receive funds; and includes other expenses associated with the training (e.g., transportation, lodging, meals, etc.).

103.3 - 4 Procedures

1. These procedures do not cover travel for investigative, extradition, or covert activity. Travel for investigative or extradition purposes shall be processed through the Criminal Investigations Bureau.
2. Members shall submit a request for administrative travel or in-service training through channels to the *Chief of Police*. Failure to adhere to the department procedures may result in the denial of the travel/training request and/or non-reimbursement of expenses incurred. Only those requests, which are necessary for efficient operation of the

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department, will be authorized. Prior to members attending ALL training, the Chief of Police or his/her designee must approve all travel/training documents.

103.3 - 4.1 General Regulations

The following regulations are applicable to all in-service training and administrative travel regardless of the source of funding or purpose of travel.

103.3 - 4.2 Local Travel

1. Local travel is generally defined as travel to a destination that is within one hundred (100) miles of Detroit including all of Wayne, Oakland, and Macomb counties. Additionally, one-day trips to Lansing and Ann Arbor are also considered local travel.
2. Generally, local travel will be considered part of a normal workday. As such, allowances for common carrier transportation, lodging, meals, or other miscellaneous expenses will not be authorized. A request for exception to the local travel policy must be submitted to the *Chief of Police* through channels in writing and is subject to prior approval.

103.3 - 5 Use of Department/Private Vehicle for Travel

1. Department vehicles will be made available for travel within the state. Members must purchase any gasoline required during the course of travel. Members will be reimbursed upon return of travel with the original receipts. The use of city vehicles for out-of-state travel is not encouraged and requires the written authorization of the *Chief of Police*.
2. The use of privately owned vehicles for department business shall be governed by the applicable bargaining agreement. Generally, the use of private vehicles for department-related travel will not be permitted; request to utilize private vehicles for department business must be approved in advance by the Chief of Police. If approved, mileage expense will be reimbursed in accordance with the department's published mileage allowance schedule. To compute the allowable mileage, use a standard auto mileage chart to determine distance. Mileage reimbursement is limited to no more than the dollar amount for airfare normally required to that destination.
3. *The use of city vehicles for out-of-state travel is not encouraged. If travel is done by private car, reimbursement can be made for documented cash expenditures only for gasoline, oil, tolls, and parking. Under no circumstances can reimbursement exceed the standard "coach" allowance. Members and employees are not to request or obtain demonstrator vehicles from private organizations for travel outside the city. All gasoline must be purchased at member's expense and can be reimbursed upon return of travel with receipts.*

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103.3 - 6 Ground Transportation

1. Ground transportation includes transportation to/from airports, long-term airport parking costs and other business related ground transportation cost at the location. Members are expected to seek the most economical mode of transportation, recognizing time constraints and safety concerns. State guidelines indicate that “necessary” taxicab fares between work station, terminal, out-of-state and meeting sites are allowable. Members may request reimbursement upon return from travel with signed receipts.
2. Use of commercial airlines is required when it is to the financial advantage of the city as compared to alternative means of travel. Departure from *Detroit* Metropolitan Airport is recommended. Travel by means other than air is allowable, but reimbursement will be limited to coach airfare to the same destination.

103.3 - 7 Arrangements

In those instances where more than one (1) member or employee travels to the same training location, all department personnel are generally expected to use the same mode of travel. **When making lodging and transportation arrangements, request government discount and tax exempt status.** When traveling with another person who is not funded by the department, the hotel receipt must include a notation, which indicates the “single” occupancy rate. This amount is the maximum allowed for reimbursement. If meals are included as part of registration or lodging package, the cost of all such meal allowance will be subtracted from the normal daily meal allowance.

The purchase of alcoholic liquor is not a refundable expense.

103.3 - 7.1 Special Regulation and Allowances Schedule

1. Travel regulations and per diem allowances may vary according to the purpose of travel and/or the source of funding. The city of Detroit has established regulations and travel allowances for travel funded by the city. Similarly, the state of Michigan has established regulations and travel allowances for in-service training expenses funded by the state. Travel connected with federal programs may be governed by applicable federal travel regulations. Additionally, travel pursuant to other funding sources, i.e., grants or special funds, may be regulated by the funding source. It is the responsibility of the member or employee requesting the in-service training or administrative travel to identify the funding source, determine if special rates apply, and to include this information in the request. When no federal, state, or special funding schedules apply, the regulations and allowances for the city of Detroit will be used.
2. All regulation and allowance schedules are subject to periodic change. Amended expense schedules will be published through department directives as expeditiously as possible. Budget Operations shall maintain a comprehensive file of all schedules and directives published by the department, the city of Detroit, and the state of Michigan that apply to department travel.

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**103.3 - 8 Michigan Justice Training Commission,
Pursuant to P.A. 302**

1. Michigan Public Act 302 (1982) established special funding for in-service training, which is regulated by the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S). Use of P.A. 302 funds is limited by law to sworn members only. Requests for training and/or travel by non-sworn members are processed as administrative travel and are governed by the city of Detroit regulations and allowances.
2. To be eligible for P.A. 302 funding, the costs must be associated with a training program approved by M.C.O.L.E.S. registered in Michigan Information and Tracking Network (M.I.T.N.). Normally, the training must be criminal justice in nature or otherwise related to the member's duties. Requests for out-of-state training must include documentation that the same or similar training is not available in Michigan. *Requests submitted after the training has taken place will not be approved through M.C.O.L.E.S.*
3. Training offered in Michigan but presented or sponsored by out-of-state vendors is also subject to this regulation. Indirect costs (travel, lodging, meals, and mileage) for training at sites further than fifty (50) miles from Detroit are only allowed if the sole purpose of the event is in-service training **and** the event offers a minimum of six (6) hours of in-service training within a twenty-four (24) hour period. The six (6) hour rule can be documented by presenting agendas, brochures, or training offered each day. M.C.O.L.E.S. normally limits the number of days that meet the six (6) hour rule. *Professional Education and Training Bureau* represents M.C.O.L.E.S. in reviewing department training/travel requests for possible P.A. 302 funding and is responsible for submitting requests as necessary to M.C.O.L.E.S. for approval.

**103.3 - 9 Submitting In-Service Training or
Administrative Travel Request**

1. Requests for in-service training or administrative travel shall be submitted on an Inter-Office Memorandum (DPD568), to the *Chief of Police, through channels*. Members are encouraged to submit his/her request as early as possible to avoid denial on the basis of late submission, but shall submit his/her request no later than *ninety (90)* days in advance of the departure or training date. Supporting documentation, e.g., brochures, correspondence, itineraries, registration forms, *hotel reservations, and invoice for registration, etc.*, which are relevant to the event shall be attached to the request. The instructor's name, credentials, course description, goals, objectives, and outline must be attached.

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2. Sworn and non-sworn members submitting requests for travel authorization and reimbursement of travel expenses for department approved conferences, seminars, etc., as governed by applicable bargaining agreements, are to adhere to the following guidelines. Failure to do so could result in denial of travel requests or reimbursement of expenses. Only those requests, which are necessary for efficient operation of the department, will be authorized. Requests to attend training in Wayne, Oakland and Macomb counties will not be granted allowances for travel, lodging, meals or miscellaneous expenses. *Additionally, criminal justice training in another country shall not be authorized.*
3. Upon completion of an authorized absence, a written critique of any conference, seminar, etc., shall be prepared and forwarded through official channels to the *commanding officer of Professional Education and Training Division* within ten (10) working days of the member's return. The critique should include an analysis of the manner in which the newly acquired information can be utilized by the department and a recommendation relative to the value of future department attendance in similar programs.

103.3 - 10 Submission of Requests for Approval

1. Prior to submitting the request for funding of training and/or travel expenses to the *2nd* deputy chief of *Budget Operations*, all sworn members must have the request reviewed by the commanding officer of *Professional Education and Training Division* for possible eligibility for P.A. 302 funding as administered by M.C.O.L.E.S. If approval is being sought for more than one (1) member, the request must include justification for each member and an explanation why more than one (1) member must attend.
2. In order to meet M.C.O.L.E.S criteria, *Professional Education and Training Division* must receive each request at least *ninety (90)* calendar days prior to the first date of training and/or travel. Brochures, registration forms, agendas, and related materials (or copies of same) shall be attached to the request. Every effort will be made to review each request in a timely manner. Sworn members are encouraged to prepare and submit his/her requests as early as possible to avoid denial on the basis of late submission. After the request has been reviewed by *Professional Education and Training Division*, it will be forwarded to the *2nd* deputy chief of *Budget Operations* on Inter-Office Memorandum (DPD568), through official channels, no later than *ninety (90)* calendar days prior to the first date of training or travel.
3. Each request should be on an Inter-Office Memorandum (DPD568) addressed to the *Chief of Police*, through channels. Upon approval by the requestor's deputy chief, the Inter-office Memorandum (DPD568) will be forwarded to *Professional Education and Training Division*. Each request must include *member's name and*

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badge number, departure and return dates from and back to Detroit, seniority date, work location/command, email address, and a telephone number. In addition, training brochures, registration forms, training invoices, hotel confirmations, agendas, and related materials shall be attached to the request (or copies of same). The requestor must articulate how the requested training relates to his/her current assignment. Any request not including the above information will be returned to the member for completion or correction by his/her command.

103.3 - 11 Allowances and Advances

1. In accordance with what has become standard practice in private business and other government jurisdictions, airfare will be allowed at "coach rate" "less than first class" rates. In most cases, this will be the "coach rate." First class rates will be allowed only where no other service is available or other emergencies occur.
2. Normally, the department will grant lodging for scheduled conference day(s) attendance; however, if extra days are required, an explanation must be included. Any requests for lodging expenses that deviate from the maximum allowance must be explained.
3. Travel allowances will be computed in compliance with guidelines established by M.C.O.L.E.S. annually. Members shall contact the *Budget Operations* travel coordinator for the current per diem rates for breakfast, lunch, dinner, lodging, and mileage if it applies.

103.3 - 11.1 Cash Advances

1. Advances for conference and seminar travel will be made through *Budget Operations*. To minimize the outstanding cash advances, the following time limitations must be observed. Employees returning from travel status will report to *Budget Operations* within three (3) business days with all *original* receipts and a list of all expenses to prepare travel *reconciliation forms*. *Hotel receipts must accompany the reconciliation forms and these receipts must indicate that the hotel bill was paid in full. If the actual cost of these items, as documented by the receipts and ticket stubs, is less than the amount of a cash advance, the difference must be reimbursed to the department.*
2. *Only the actual expenses up to the maximum allowances cited are eligible for department funding. Airline ticket stubs and all other receipts required for documentation shall be submitted. Telephone charges for business purposes are allowable. Calls made back to the city of Detroit offices during normal business hours are allowable.*

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3. *Travel connected with federal grant programs shall be governed by applicable federal travel regulations, except that in no instance shall the allowance exceed the city standards as outlined above.*
4. *Expense reimbursements shall not be made that exceed the authorized travel allowance. Failure to adhere to these limitations will result in denial of future advances or could result in a mandatory payroll deduction to recover the advance.*

103.3 - 11.2 Miscellaneous Travel Regulations

For a complete list of attachments needed to accompany all travel requests, members can contact Budget Operations. All requests that are incomplete will be returned for corrections which may cause a delay, or possible denial of the submission request. Members are encouraged and reminded to submit complete travel packages.

103.3 - 12 Budget Operations Responsibilities

1. *Budget Operations shall review all requests for in-service training or administrative travel to ensure compliance with City of Detroit directives related to the accounting, budgeting, and recording of all travel and training expenses*
2. *If the travel or in-service training request is approved by the Chief of Police or his/her designee, Budget Operations will prepare a Travel Authorization Reimbursement form, as well as other financial documents. If funds are available, a travel/training cash advance check will be issued by the Finance Department and returned to Budget Operations.*
3. *The member or employee will be notified via electronic email to report to Budget Operations to pick up the travel/training advance check.*
4. *Members or employees who elect to attend in-service training or engage in administrative travel, without all prior approval, may remain personally responsible for any costs associated with the training or travel if the member's request is not subsequently approved by the Chief of Police or his/her designee. Similarly, members who incur training or travel related expenses, exceeding authorized amounts, may be personally liable for any excess expenditures.*