

**507.00 – TRAVEL POLICY****507.01 Denver Police Department's Travel Policy****(1) POLICY**

The policy of the Denver Police Department (the "Department") is to pay for reasonable travel expenses incurred by employees carrying out responsibilities directly related to the furtherance of the Department's mission and in support of the employee's assigned duties.

**(2) PURPOSE**

Policies and procedures listed herein will establish such guidelines and regulations for the purpose of:

- Providing equitable, consistent, and fair standards for reimbursement.
- Maintaining effective control over travel expenses.
- Providing uniform administrative procedures for handling of travel requests.
- Creating a universal policy that governs the management of travel expenses regardless of the funding source paying for the travel.

**(3) AUTHORITY**

This policy is adopted pursuant to city fiscal rules, charter provisions, municipal ordinances, Internal Revenue Code provisions, and State Travel Program rules. This policy is subject to change as necessary to comply with the above listed rules, provisions, and ordinances. Nothing in this policy restricts the authority of the Chief of Police or the Chief's Designee from establishing additional restrictions or requirements at the Division or Bureau level so long as such additional restrictions or requirements do not usurp the intent or purpose of this policy.

**(4) DEFINITIONS****a. Travel Coordinators**

1. Agency Travel Coordinator: The person designated by the Chief of Police to administer, account for, and coordinate the agency travel program. This responsibility will generally be delegated to the Director of the Financial Services Bureau.
2. Division Travel Coordinator: The person designated by the Chief of Police and trained to assist the Agency Travel Coordinator in the coordination of the agency travel program at the Division level. This responsibility will generally be delegated to a Division Chief or the Division Chief's designee(s).
3. Bureau / Section Travel Coordinator: The person designated by the Chief of Police and trained to assist the Agency Travel Coordinator in the coordination of the agency travel program. This responsibility will generally be delegated to a command officer, supervisory officer, CSA director or CSA supervisor in charge of a Bureau or Section that is not subordinate to a Division.

b. Department Travel Account: The account number used by the Financial Services Bureau to pay for airfare.

c. Employee: Any officer in the Classified Service or Career Service Authority employee under the command and control of the Chief of Police of the Denver Police Department.

d. Event Day: Any day in which an employee attends training or conducts business required in conjunction with travel to include training, investigations, interviews, inspections, etc. Event days may include travel for a portion of that day. In such instances, that day would not be considered a travel day as defined in OMS 507.01(4)j. Example: An employee travels to Phoenix on Friday morning to attend a two (2) and an half day seminar which starts Friday evening would be considered an event day.

e. Individual Travel Card: A credit card issued to an individual traveler, at the time of authorized travel, for approved travel expenses excluding airfare.

f. Limited Travel: Travel within a geographical area that reasonably permits a traveler to drive to and return from the destination on the same day (day trips).

g. Local Travel: Travel within the six (6) county metro areas.

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- h. Outcome Statement: An accounting of the outcome of an investigation completed on an Inter-Departmental Correspondence, DPD 200, and maintained in the Division requiring it.
- i. Standard Travel: Travel that is not of an emergency nature, requested through normal procedures and pre-approved through the chain of command.
- j. Travel Day: Any day in which an employee travels to or returns from an approved destination where the only activity the employee is engaged in that day is traveling. Example: The time an employee travels to Florida on Sunday for a training class that begins on Monday would be considered a travel day. If an employee travels to a destination and begins a training course, investigation, etc. on the same day, that time would not be considered a travel day.
- k. Traveler: Any officer or Career Service Authority employee of the Department traveling on official Department business and authorized to incur travel or related business expenses on behalf of the Department.
- l. Travel Event Code: A unique code issued after the approval of a travel request and used to identify all related forms, invoices, receipts, or any other documents pertaining to travel expenses incurred by an individual employee during a travel event.
- m. Travel Policy Administrator: The individual(s) assigned to the Office of the Chief of Police who act(s) as liaison between the Department and the Mayor's Office and who maintain(s) record of the transmission and receipt of approved or denied Mayor's Travel Authorization letters.
- n. Travel Request Form (ADM 9): The ADM 9 is an official City form required by the Controller's Office for reimbursement of expenses.
- o. User Committee: The committee appointed by the Chief of Police that meets annually, or as needed, to discuss issues related to and recommend changes of the agency travel policy.

### (5) Requesting Travel

- a. All employees requesting travel are required to submit an Inter-Departmental Correspondence, DPD 200, detailing the request and a Travel Cost Worksheet, DPD 720, (if cost will be incurred) to their immediate supervisor after it is reviewed by the employee's Travel Coordinator or the Financial Services Bureau in the absence of the employee's Travel Coordinator.
  - 1. The travel request details shall also contain requests and justifications for all special reimbursements enumerated in OMS 507.01(6). No additional requests or justifications are necessary.
- b. Employees may seek approval for any travel purpose that directly benefits the Denver Police Department if:
  - 1. It is necessary to carry out assigned duties or conduct official business, or
  - 2. It enables the employee to carry out responsibilities or functions useful to the Department in a more productive, efficient, or beneficial way.
- c. Travel purposes may include but are not limited to: training, seminars, conferences, hearings, conventions, meetings, investigative activities, transportation of equipment, intergovernmental operations, etc.
- d. Command officers, supervisory officers, CSA directors or CSA supervisors in the chain of command of the employee requesting travel authorization shall not approve requests that do not clearly establish Departmental benefit.
- e. It is ultimately the responsibility of the Chief of Police, when approving travel requests, to make the determination as to whether travel expenses are *for the benefit of the Department*.
- f. Standard Travel Requests
  - 1. In the absence of an emergency, an employee shall submit a travel request on an Inter-Departmental Correspondence, DPD 200, to his or her immediate supervisor well in advance of the travel date to allow sufficient time for review by the employee's chain of command.

2. The employee's chain of command, up to and including a Division Chief or above, shall review and approve or deny the travel requests when costs will be incurred regardless of the funding source.
3. When out-of-state travel is requested, whether or not costs will be incurred, the employee's chain of command, up to and including the Chief of Police and the Mayor, shall review and approve or deny the travel request.
  - a. Out-of-state travel requires an additional document known as the "Mayor's Travel Authorization" be approved by a designee in the Mayor's Office to authorize such travel.
    1. Once the Chief of Police or a Deputy Chief of Police approves the travel request submitted by an employee, the Travel Policy Administrator shall generate and forward the "Mayor's Travel Authorization" to the Manager of Safety's Office.
    2. Once the Manager of Safety approves the travel request from the Chief of Police, the Manager of Safety's Office shall forward the "Mayor's Travel Authorization" to the Mayor's Office.
      - a. Upon approval by the Mayor's Office, a travel event code will be assigned and the employee's Travel Coordinator shall be notified.
      - b. Upon denial, the employee's Travel Coordinator shall be notified.
      - c. The employee's Travel Coordinator shall be responsible for all notifications to the employee.
4. Grant or third party funding may require additional approvals for travel and all such approvals shall be obtained and documented before submitting the travel request through the chain of command.
5. Generally, standard travel requests do not require that receipts for per diem be retained but grant or third party funding exceptions may exist. The employee's Travel Coordinator shall assist in ensuring any such requirements are met by the employee.
- g. Emergency / Unexpected Travel:
  1. Employees required to leave within one (1) business day of being informed of an authorized travel event shall adhere to the following procedure:
    - a. Emergency travel may require the employee to be reimbursed for all expenses.
    - b. Prior approval for emergency travel shall be obtained verbally from the employee's Division Chief when written approval is impractical.
      1. The employee shall cause an email to be generated, as soon as possible, and forwarded through the chain of command to the appropriate Division Chief.
    - c. After receiving approval, the employee shall contact his or her Travel Coordinator to begin the documentation process for the travel.
      1. The Travel Coordinator shall provide the employee with the Travel Cost Worksheet, DPD 720, and shall advise the employee to keep receipts for all reimbursable expenses except for per diem reimbursement.
      2. Upon return from travel, the employee shall submit an email detailing the travel and shall forward the Expense Report, ADM 9, along with all retained receipts through his or her chain-of-command.
    - d. Any employee who is unable to secure, at a minimum, verbal approval from their Division Chief or higher authority for emergency travel shall consider such travel request denied.
- h. Investigative / Covert Travel:

1. Employees traveling in conjunction with investigative activities where following the procedure for Standard Travel is impractical and doing so would compromise a case or jeopardize officer safety shall adhere to the following procedure:
  - a. Investigative / covert travel may require the employee to be reimbursed for all expenses.
  - b. Prior approval for investigative/covert travel shall be obtained verbally from the employee's Division Chief when written approval is impractical.
    1. The employee shall cause an email to be generated, as soon as possible, and forwarded through the chain of command to the appropriate Division Chief.
  - c. After receiving approval, the employee shall contact his or her Travel Coordinator to begin the documentation process for the travel.
    1. The Travel Coordinator shall provide the employee with the Travel Cost Worksheet, DPD 720, and shall advise the employee to keep receipts for all reimbursable expenses except for per diem reimbursement.
    2. Upon return from travel, the employee shall submit the Expense Report, ADM 9, along with all retained receipts through his or her chain of command.
    3. The employee shall also be required to submit an Outcome Statement on an Inter-Departmental Correspondence, DPD 200, which will be maintained by the specific Division, Bureau, or Unit for the purposes of justification and audit, if necessary.
    4. Any employee who is unable to secure, at a minimum, verbal approval from their Division Chief or higher authority for investigative/covert travel shall consider such travel request denied.

(6) Travel Costs

- a. Travel costs paid by a grant. In situations where the travel expenses are going to be paid from a grant, the allowable reimbursement amounts should be based on the grant requirements or these fiscal rules, whichever is more restrictive.
- b. Within fifteen (15) working days after completion of the trip, travelers are required to file with the expending authority the completed travel request form with the required receipts, or other substantiation acceptable under the I.R.C., showing all actual expenses incurred and the allowed M & IE per diem expenses.
- c. Only the following types of travel costs incurred by an employee during authorized travel are eligible for payment or reimbursement:
  1. Tuition / Registration Fees
    - a. Tuition for a class, registration fees for a seminar, conference or convention and other fees required to participate in an event are considered registration fees.
    - b. Optional tours, banquets, activities or excursions offered at the event may be paid for by the employee at his or her own expense.
  2. Transportation
    - a. Ground Transportation
      1. Private Vehicles
        - a. Employees shall obtain approval to use privately owned automobiles for travel, when flying is not practicable, from the Chief of Police or the Chief's designee.
        - b. Employees shall be reimbursed for the approved use of a privately owned automobile in the following manner, which ever is less:

1. The most reasonable round trip airfare available for the specific trip, or
  2. The reimbursement amount of the standard mileage rate allowed by the Internal Revenue Service multiplied by the number of miles traveled on official business.
  - c. Insurance requirements shall be consistent with the requirements of the Mayor's Executive Order No. 25, if applicable. The Director of Financial Services Bureau shall make such determinations.
  - d. When employees share the use of a privately owned automobile, only the employee who owns the automobile is entitled to reimbursement.
2. City Owned Vehicles
- a. Employees shall obtain approval to use City owned automobiles for travel from the Chief of Police or the Chief's designee. For the purposes of in-state travel, the Chief of Police has delegated the approving authority to the respective Division Chiefs.
  - b. Employees shall obtain, when available, a City gasoline credit card that may be used for gas, oil, and automobile-related expenses.
    1. Gas cards shall only be used for City owned vehicles.
    2. Gas cards shall be checked out from the Financial Services Bureau.
    3. Gas cards shall be returned to the Financial Services Bureau within forty-eight (48) hours upon returning from travel.
    4. All charges made to gas cards require that the original receipts be submitted to the Financial Services Bureau at the time the gas card is returned.
  - c. Employees incurring emergency automobile service or gasoline expenses during approved travel shall obtain receipts for all such expenses for reimbursement.
  - d. Employees shall make every effort to use City fuel and repair facilities to the extent practical.
  - e. Employees shall not take a City owned vehicle out-of-state without obtaining the proper insurance coverage.
3. Rental Cars
- a. Employees shall obtain approval to use rental cars for travel from the Chief of Police or the Chief's designee.
  - b. Employees shall limit requests for rental cars to circumstances where additional airfare and/or taxi costs exceed the cost of renting a car and where the use of a rental car is the most reasonable or time essential means of transportation between points of travel.
  - c. Employees seeking to justify the use of a rental car must demonstrate, to the satisfaction of the Chief of Police or the Chief's designee, the economic benefit to the Department and that personal convenience is not the sole factor.

- d. Employees approved for rental car use shall make reservations using the travel agency on the preferred provider list maintained by the Financial Services Bureau.
  - e. Employees approved for rental car use are authorized to obtain economy or compact size vehicles. Employees requiring the use of a larger size vehicle shall include justification for such vehicle in the original travel request and will only obtain larger vehicles at the Department's expense with pre-approval.
  - f. Employees will not be reimbursed for the cost of non-standard, supplemental equipment such as satellite radio, GPS, etc.
  - g. Employees approved for rental car use shall obtain such vehicle at the lowest government rate available.
  - h. Employees shall obtain rental car insurance for collision, liability, and loss of use.
- b. Air Transportation
- 1. Employees shall obtain approval to use commercial air transportation from the Chief of Police or the Chief's designee.
  - 2. Employees shall use commercial air transportation when it is the most efficient and economical mode of transportation. The use of personal or private aircraft shall not be authorized or allowed. The use of corporate or chartered aircraft will only be permitted for essential travel where time constraints make all other modes of transportation unfeasible.
  - 3. Employees shall consider the costs, out-of-pocket expenses plus the cost of time spent traveling, to drive versus to fly and shall choose the lesser of the two. The Chief of Police may authorize a deviation from this requirement on a case-by-case basis.
  - 4. Employees approved for air transportation shall first attempt to make reservations with the current voucher program airline. If the voucher program airline does not service the travel destination or is unable to accommodate the travel dates, the employees shall then make reservations using the travel agency on the preferred provider list maintained by the Financial Services Bureau.
  - 5. Employees approved for air transportation shall be compensated for coach fare rates on tickets only. Airline travel insurance is considered a personal traveler expense.
3. Lodging
- a. Employees shall obtain approval for lodging from the Chief of Police or the Chief's designee prior to travel.
  - b. Employees approved for lodging shall make reservations using the travel agency on the preferred provider list maintained by the Financial Services Bureau.
  - c. In general, employees shall select commercial lodging on the basis of the most reasonably priced accommodations available consistent with the purpose and goals of the trip and budgetary limitations.
  - d. Employees shall stay in medium-priced, economical and practical commercial lodging and, whenever applicable, charged at the government rate.
  - e. Employees attending a conference, seminar or convention that has recommended hotels shall be compensated for the convention rate when staying at the recommended hotel, if the rate is available.

- f. When traveling alone, employees shall be compensated the cost of a single room only for hotel and motel lodging for the authorized number of days.
  - g. When sharing a room, employees shall be compensated for the double room rate divided equally between the employees.
  - h. Multiple employees traveling together may be approved to stay in single rooms at the discretion of the Division Chief and within the confines of the requirements of the funding source.
4. Meals and Incidental Expenses
- a. Meals and incidental expenses shall be reimbursed at a flat per diem rate as listed on the U.S. Governmental Services Administration website at [www.gsa.gov](http://www.gsa.gov) for approved travel events beyond the six-county metropolitan Denver area in the following manner:
    - 1. Employees shall be compensated a flat per diem rate per day for all travel days extending beyond eight (8) hours in one (1) calendar day. (Greater than 8 hours travel in one (1) day = Full Per Diem)
    - 2. Employees shall be compensated for one-half (1/2) the applicable per diem rate per day for all travel days when travel meets or exceeds four (4) hours but is less than eight (8) hours. (Greater than or equal to 4 hours but less than 8 hours travel in one (1) day = Half Per Diem)
    - 3. Employees shall not be compensated for the per diem allowance when more than one (1) meal a day is included in a registration fee, transportation fares, official city functions, or is otherwise furnished at no cost to the traveler for that event day. (Example: A seminar includes breakfast and lunch in the registration fee; the employee is not entitled to a per diem allowance.)
    - 4. Employees shall not be compensated for per diem on a travel day when travel is less than four (4) hours. (Less than 4 hours travel in one (1) day = No Per Diem)
    - 5. Employees shall not be compensated for the per diem allowance for *Local* travel as defined in OMS 507.01(4)g.
    - 6. Employees shall generally not be compensated for the per diem allowance for *Limited* travel as defined in OMS 507.01(4)f but consideration may be given on a case by case basis through the chain of command.
    - 7. For the purposes of this policy, continental breakfasts shall not be considered meals.
5. Communication Costs
- a. Employees shall be compensated for telephone and facsimile transmission charges when conducting required and official Departmental business.
  - b. Employees shall not be compensated for communication expenses that are incurred unnecessarily.
6. Other Allowable Expenses
- a. Employees may be compensated for other necessary, allowable expenses incurred during travel which include, but are not limited to, sales tax when the Department's exemption certificate is not accepted, laundry service, cleaning and pressing of clothing, parking (including mandatory valet service fees), tolls, books or tapes required for authorized training, etc., so long as the expense is reasonable, necessary, of direct benefit to the Department.
  - b. Employees must have receipts for other allowable expenses in order to apply for reimbursement.

(7) Individual Travel Card

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- a. While nothing in this policy precludes an employee from paying for travel expenses out of personal funds and being reimbursed after travel, Individual Travel Card usage is the preferred method of paying for all authorized travel expenses with the exception of airfare.
- b. It is the policy of the Denver Police Department to deny cash advances for any travel expenses.
- c. Division Travel Coordinator Responsibility
  1. Division Travel Coordinators shall:
    - a. Successfully complete training provided by the Department Financial Services Bureau.
    - b. Assist employees with applying for and obtaining individual travel cards.
    - c. Physically maintain travel cards in a secure location.
    - d. Maintain a current inventory of travel cards.
    - e. Check-out travel cards at the time of travel.
    - f. Ensure travel cards are returned within four (4) days of returning from travel.
    - g. Cancel / destroy individual travel card when:
      1. The employee terminates employment with the Department, or
      2. Upon order of the Chief of Police.
- d. Traveler Responsibility
  1. Employees shall:
    - a. Apply for and obtain a travel card if not willing to use personal funds for travel.
    - b. Successfully complete training provided by the Denver Police Department financial Services Bureau.
    - c. Only charge approved and authorized travel expenses to the account as described in this policy.
    - d. Agree that activity on a travel card is public information and may be reviewed by other individuals including but not limited to command staff, the Denver Police Department Financial Services Bureau, City of Denver Purchasing, and the City and County of Denver Auditor's Office.
    - e. Limit ATM usage to once every three (3) days and limit withdrawals to within \$50 of the per diem limit.
    - f. Check-out travel cards no more than three (3) days prior to travel from their respective Travel Coordinator.
    - g. Return travel cards to their respective Travel Coordinator within four (4) days of returning from travel.
    - h. Apply for reimbursement from the City.
    - i. Pay all late charges and interest for failing to pay the travel card bill within the statement payment period when reimbursement has been received by the employee for all approved travel expenses.
    - j. Surrender travel cards when employment with the Denver Police Department is suspended or terminated.
    - k. Surrender travel cards immediately upon order of their respective Travel Coordinator or a command officer.
- e. Application
  1. Travel Coordinators shall identify frequent travelers and officers of the rank of Captain and above under their supervision and shall assist any who may want a travel card with obtaining one.

2. Any employee anticipating requesting travel shall contact their respective Travel Coordinator prior to travel being approved and shall discuss the option of obtaining, and possibly applying for, an individual travel card.
  3. Employees applying for individual travel cards shall complete training and follow the procedures established by the Department Financial Services Bureau.
  4. Employees will not have a credit check conducted when applying for an individual travel card and balances less than sixty (60) days will not be reported on employees' credit reports.
  5. Individual travel cards are issued in the applying employee's name.
- f. Authorized Use
1. Employees are permitted to charge all authorized travel expenses to the individual travel card with the exception of airfare.
  2. Employees shall not charge any of the following to an individual travel card:
    - a. Airline ticket
    - b. Items purchased for personal use
    - c. Alcohol
    - d. Other restricted purchases
- (8) Travel Coordinators
- a. Responsibilities
    1. Shall have a thorough understanding of the City's travel rules and regulations and the Department's travel policy. This includes all travel related sections of the Internal Revenue Code, State of Colorado regulations, the Denver Revised Municipal Code, the Denver City Charter, the City of Denver's Code of Ethics, and the City of Denver's Fiscal Accountability Rules.
    2. Shall assist employees with assembling travel requests and shall review all travel requests prior to being submitted to the employee's chain of command. In the event the Travel Coordinator is unavailable, the paperwork shall be reviewed by the Financial Services Bureau.
    3. Shall assist employees with reconciling the Travel Cost Worksheet, DPD 720, with the Expense Report, ADM 9, and ensuring the Expense Report, ADM 9, is submitted properly.
    4. Shall maintain travel cards in accordance with OMS 507.01(7)c.
- (9) Canceling Travel
- a. Employees shall not cancel travel arrangements for which payments have been made by the Department and for which refunds are due to the City in the absence of an unforeseen emergency without the prior approval of the Chief of Police through the chain of command. For instances where no refunds are due, the prior approval shall be obtained from the officer's Division Chief.
  - b. Employees may request a cancellation of travel arrangements for which payments have not been made by the Department through their chain of command.
  - c. Travel Coordinators shall assist an employee's Commander or Captain to make every effort to send a substitute if travel arrangements must otherwise be cancelled.
- (10) Traveling
- a. General Procedure
    1. Employees shall take the most direct and commonly traveled routes to all approved destinations and shall not take indirect routes or make extended stops along the way at cost to the Department, or incur in-transit lodging expense for personal or unofficial reasons.

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2. Employees shall only take indirect routes to approved destinations on official business and only with prior approval of the Chief of Police or the Chief's designee.
  3. Employees who incur lodging and/or meal expense, in-transit, that does not occur as the result of an emergency situation (i.e., natural disaster, terrorist attack, etc.) shall be required to demonstrate that the total cost of the in-transit portion of the trip is no more than the most reasonable airfare for travel between the point of departure and the approved destination.
- b. Overtime on Special Assignment Days
1. All overtime work must be approved by the employee's supervisor prior to the work being performed.

(11) Payment Methods

- a. Individual Travel Cards
  1. Reservations for all travel costs, other than airfare, may be made using the Individual Travel Card.
- b. Personal Credit Card or Other Personal Funds
  1. The employee may use personal funds to pay all travel costs and seek reimbursement of approved expenses after travel.
- c. Approved non-voucher program air transportation may be made using the travel agency's card number which will be provided by the Department Financial Services Bureau.

(12) Documentation and Reconciliation

- a. The Department Financial Services Bureau shall maintain current travel form templates and training information to assist Travel Coordinators and other employees with travel related issues.
- b. Travel Coordinators shall assist other employees with filing all travel related documents.

(13) User Committee

- a. The User Committee shall be established by order of the Chief of Police for the following:
  1. To review travel practices for potential improvements.
  2. To review the Department's travel policy for potential improvements.
  3. To address any travel related issues deemed necessary by the Chief of Police or the Deputy Chief of Administration.
- b. The User Committee shall meet annually or more frequently at the request of the Chief of Police or Deputy Chief of Administration.
- c. The User Committee shall be composed of the following members:
  1. Deputy Chief of Administration shall serve as chair.
  2. Financial Services Bureau Director shall serve as co-chair.
  3. All Division Travel Coordinators shall serve as members.