Rockville City Police Department
GENERAL ORDER

Subject **TRAVEL EXPENDITURES**		Procedure **G.O. # 5 - 23**
Authorizing Signature	**Effective** **02-26-10**	**Total Pages** **4**

I. POLICY

It is the policy of the Rockville City Police Department to reimburse necessary and reasonable expenses incurred while carrying out official business for the Rockville City Police Department.

II. PURPOSE

The purpose of this General Order is to insure uniformity in the reporting of official business expenses incurred while carrying out official duties for the Rockville City Police Department, and to promote economy where possible.

III. GENERAL GUIDELINES

A. The City of Rockville will pay for all legitimate costs incurred while traveling on official City of Rockville business. Legitimate travel expenditures include registration fees, transportation, lodging, food, taxi fares, tips, and other direct necessary and reasonable expenses.

B. The employee shall anticipate expenditures in advance so that the department will be able to take advantage of possible discounts for advance and cash payments for transportation, hotel, and registration fees. When air travel is necessary, it shall be tourist or coach fare. The department will additionally take advantage of round-trip and excursion rates when appropriate and possible.

C. Employees are expected to observe and accept standards other than "deluxe" when traveling. Attempts shall be made to find comfortable and reasonable accommodations at the lowest cost.

IV. PROCEDURES

Travel by Rockville City Police Department personnel will be in accordance with all regulations and guidelines put forth by this General Order. The following procedures shall be strictly observed when the employee carries out official duties, which require the reimbursement of official business expenses.

A. Prior approval for business and travel expenditures must be received from the Chief of Police.

B. Requests for business and travel expenditures will be submitted to the Office of Chief of Police whenever possible, at least two (2) weeks prior to departure date.

C. The following are reimbursable expenses that may be incurred while traveling on official business.

1. Lodging

Accommodations will be reimbursed according to the predominant rate in the area visited based on the single occupancy rate.

2. Food

The cost of meals when an employee is involved in local travel is not normally reimbursable, except as outlined in this policy. In the instance that an employee is authorized to attend a meeting, seminar, or convention where a luncheon or other meal has been provided as part of the affair, but where the cost has not been included and where it would be advantageous for the employee to participate, the cost of the meal will be reimbursable, subject to the approval of the Chief of Police.

3. Registration Costs

Registration costs and fees will be paid as identified by the sponsoring agency of the seminar, conference, workshop, etc. Authorization must be received from the Chief of Police prior to registration reservation.

4. Travel

a. It is the policy of the City of Rockville government to use city-owned vehicles when such use will not conflict with normal use of such vehicles for local travel.

b. In the event that departmental vehicles are unavailable, or that the use of privately owned vehicles is determined to be more advantageous, the use of privately-owned vehicles will be encouraged. When this is the case, and travel is authorized for departmental business, employees shall be reimbursed a mileage allowance at the current rate established by the City of Rockville and other direct expenses such as parking fees. When privately owned vehicles are used for official departmental travel, personnel will exercise every endeavor to see that personnel are consolidated in as few automobiles as possible.

c. Commercial travel will only be used when the geographical site of the destination is of distance that the use of vehicles is determined impractical.

D. Travel expenditures will be reimbursed in a manner consistent with the guidelines set forth by the Finance Department.

1. Commercial Travel

   Monies will be reimbursed at coach rates. Efforts will be executed to see that round-trip and excursion rates are taken advantage of, if possible and appropriate.

2. Departmental Vehicles

   Monies will be reimbursed for tolls and gasoline/oil expenses. Gasoline and oil expenses will only be reimbursed if the use of City gasoline/oil facilities were unavailable at the time of the incurred expense.

3. Privately Owned Vehicles

   Monies will be reimbursed for tolls and the appropriate mileage allowance.

4. Rental Car

   The Chief of Police must approve the use of a rental car. The use of rental cars will be limited and used only when a special situation arises and other means of travel are impractical, more expensive, or not available.

5. Tips

   Tips are reimbursable. Tips must be reasonable for example, not to exceed 20 percent of the meal cost.

V. TRAVEL EXPENSE REIMBURSEMENT PROCEDURE

A. Reimbursement for travel within the Washington Metropolitan area (defined as the area within a seventy-five (75) mile radius of the Police Department) must be approved by the Chief of Police.

B. Receipts must be obtained for all expenses incurred, and a statement of travel expenses must be completed and submitted to the Administrative Services Bureau.

C. For each particular expense incurred, the following documentation will be required to be submitted:

1. Mileage reimbursement - a completed mileage log.

2. Gasoline/oil reimbursement - vendor receipt.

3. Lodging reimbursement - vendor receipt.

4. Food reimbursement - vendor receipt, if over the maximum per diem amount.

5. Rental car expense reimbursement - vendor receipt.

6. Commercial reimbursement - vendor receipt.

7. Toll reimbursement - toll receipt.

8. Registration reimbursement - registration form receipt.

9. Tip reimbursement - no receipt required.

10. Other reimbursements - other expenses, which are determined necessary and reasonable, will be reimbursable, dependent upon the submittal of appropriate documentation.

D. All appropriate documentation must be submitted to the Administrative Services Bureau, within seventy-two (72) hours after returning from a trip. Once appropriate documentation of incurred expenses are submitted, administrative processing will commence. This administrative processing will be in accordance with City of Rockville Finance Department procedures.