

16.125 TRAVEL ON CITY BUSINESS

Reference:

Procedure 12.817 - Court Management System (CMS)
 Procedure 13.115 - Outside Training Programs/College Attendance
 FOP/City Labor Agreement
 AFSCME/City Labor Agreement
 Cincinnati Organized and Dedicated Employees (CODE) Agreement
 City Finance Bulletin
 City of Cincinnati Frequent Flyer Miles Policy
 Ohio Ethics Commission Advisory Opinion No. 91-010
 Administrative Regulation #13 – Travel Outside of Cincinnati on City Business
 Requiring an Overnight Stay

Definitions:

Out-of-town travel or non-local travel – Any travel outside the City of Cincinnati which requires an overnight stay.

Local travel – All other travel.

Purpose:

Establish uniformity for obtaining approval to travel on City business and facilitate reimbursement of expenditures incurred during travel.

Policy:

The Police Department will avoid overtime expense for travel days, etc., by rescheduling off days if possible. Employees traveling on City business will adhere to their appropriate contract regarding the number of hours they can work in a week. Anytime an employee voluntarily requests training and/or travel on City business, the employee will not receive any overtime compensation in excess of an eight-hour day, or forty-hour work week during the training and/or travel.

Employees are prohibited from earning frequent flier miles while traveling on City business.

Officers who will be out of town on City business must review the Court Management System (CMS) and report the days they will be unavailable for court to their immediate supervisor, who will enter the information into the CMS.

Information:

The Ohio Ethics Commission Advisory Opinion No. 91-010 prohibits the personal use of any frequent flyer miles earned during travel on City business. The purpose of this directive is to establish uniform guidelines related to the accrual and use of frequent flyer miles by City officials and employees while conducting official City business.

The Records Management System (RMS) will be used to document and submit the Travel Request /Cost Estimate (70S) and the Travel Expense (71S) for Travel on City Business requests.

Procedure:

A. Out-of-Town Travel on City Business

1. The Police Chief must approve all out-of-town travel on City business.
2. District or section commanders can give permission for out-of-town travel if it is in conjunction with an investigation that would be jeopardized by further delays.
 - a. Department personnel will complete the RMS Training/Travel Request module immediately upon return.
 - 1) In the 70T tab, indicate the request is for "Travel Only".
 - 2) Include all personnel who travelled to the same location for the same reason.
 - 3) Complete the 70S tab and route through the chain of command.

B. Requesting Permission to Travel

1. Police personnel desiring to represent the Department as an instructor or presenter at a conference or any out-of-town City business will complete the RMS Training/Travel Request module.
 - a. In the 70T tab, indicate the request is for "Travel Only". Also complete the 70S tab.
 - 1) Include all personnel traveling to the same location for the same reason.
 - b. Department personnel anticipating out-of-town travel should complete and submit the request at least six weeks in advance.
 - c. Route the request through the chain of command for review by Finance Management Section and approval by the Police Chief.
 - d. If needed, Department personnel will arrange for a vehicle from within their bureau for out-of-town travel. Before traveling, the employee will have a Municipal Garage mechanic check the vehicle to ensure it is suitable for travel.
2. The 70S does not need to be completed for local travel unless reimbursement from Department funds is required. However, a Form 17 should be submitted to the employee's immediate supervisor to notify intent for local travel.
3. The Department requires the completion of the 70S if the employee anticipates fees or other related expenses for reimbursement.

- a. For reimbursement of college tuition, see Procedure 13.115.
- b. If the employee uses a personal vehicle for travel to any location listed above and requests reimbursement, the employee must complete and submit the 70S for approval prior to the travel.

C. Expenditures

1. Advance funds

- a. The City will, under exceptional circumstances, advance funds for travel on City business.
 - 1) Advance funds must be requested.
 - 2) Funds will generally be advanced for travel over an extended period of time (i.e., Southern Police Institute or FBI National Academy).
 - 3) When an employee receives advanced funds, the employee must repay the advance within 10 days of receipt of reimbursement following the travel and all funds must be accounted for (see Section C.2., Reimbursement).
- b. If it is necessary to pay for certain items in advance (registration, lodging, airline tickets, etc.), the employee will request direct payment of such items. Take the following steps:
 - 1) Complete the RMS Training/Travel Request module for the total estimated amount of expenses and route through the chain of command.
 - a) Send the following information to Finance Management Section, via email, at: CPDFiscal@cincinnati-oh.gov
 - 1] Identify the business and/or person to which the payment is to be made; include complete contact information.
 - 2] The payment amount and due date.
 - 3] Contact information of the employee making the request.
 - b) Finance Management Section will contact the employee for further information, if necessary.
 - 2) Submit travel requests at least six weeks prior to the date needed to allow enough time for processing.
 - a) If less than six weeks, personnel should request to expedite the process in the workflow comments.
 - 3) Finance Management Section will issue a check to the travel agency, hotel, agency offering training, etc.

2. Reimbursement

- a. The employee will complete the RMS Travel Expense module (71S) within three working days after returning to duty. Route to Finance Management Section.
 - 1) In addition, print a copy of the 71S and submit with original receipts to Finance Management Section.
- b. Finance Management Section will route the 71S back to the employee with the approved amount of reimbursement.
- c. The employee will review the amount approved for reimbursement and route the 71S back to Finance Management Section with the employee's acknowledgement noted in the workflow comments, indicating agreement with the reimbursable amount.
- d. Finance Management Section will enter the agreed reimbursable amount into the CHRIS payroll system for payment to the employee's next payroll check.
 - 1) Payments will be coded in the CHRIS payroll system to prevent taxation.
- e. For information on reimbursements where an advance was made, contact the Finance Management Section.

D. Reimbursable Items

1. Transportation

- a. Common Carrier – Passenger receipt and boarding passes required upon return.
 - 1) The actual cost, but not in excess of coach tourist airline fare.
 - a) If the flight is cancelled by the employee for reasons other than illness, the employee will pay the cancellation fees and return the airline fare to the City. Verification of the illness is required by means of a doctor's statement.
 - 2) The cost of transportation to and from terminals to begin and complete travel and travel used for commuting between lodging or working locations (bus, shuttle, or taxi).
- b. Personal Vehicle
 - 1) Restricted to Ohio or a radius of 300 miles from Cincinnati.
 - a) If permitted to exceed the 300 mile limit, the City will limit reimbursement to the lower of either the coach tourist airline fare plus the cost of transportation to and from the airport or the number of miles driven on City business multiplied by the current mileage rate.

- 2) Reimbursement at the current mileage rate as outlined in the Finance Bulletin. The City will also reimburse tolls and parking fees. Original receipts are required.
- 3) Employees may be required to carpool when attending the same out-of-town training.
- 4) Use of a personal vehicle is not reimbursable if use of a City vehicle was approved on the 70S. If extenuating circumstances (i.e., sudden unavailability of a City vehicle) necessitate use of a personal vehicle, send documentation and written approval of the district or section commander through the chain of command.

c. City Vehicle

- 1) The City will reimburse tolls and parking fees and the actual cost of gasoline if a Fleet Services gas card is unavailable (receipt required).
- 2) Gasoline should be purchased with a gas card obtained through Fleet Services prior to travel.
- 3) Prudent use of the City vehicle is permitted for private reasons (e.g., dining, shopping, etc.).
- 4) Use of a City vehicle is restricted to Ohio or a radius of 300 miles from the City boundary lines if outside of Ohio. Police personnel are exempt from this requirement for the purpose of returning wanted criminals.

d. Rental Vehicle

- 1) The use of a rental car must be pre-approved by the Finance Manager of Accounts and Audits. A rental car may only be utilized when it is the sole mode of transportation available or when it is the most economical mode of transportation. Evidence of either one of these situations is necessary to authorize the rental car. The rental car is to be an economy or compact model.
- 2) The use of rental cars will not be reimbursed when other transportation is available from a hotel to the conference location.
- 3) The City does not pay for insurance on the rental car.

2. Lodging

- a. Lodging is an allowable expense when the employee is attending a conference or training that lasts longer than one day or requires a travel time not conducive to traveling to and from the destination in the same day.
- b. Lodging is allowable based on single occupancy accommodations in the medium price range for the locale and requires receipt for reimbursement.

- 1) The government rate for lodging should be requested by the employee. Employees can obtain tax exempt certificates through the Finance Management Section to waive certain lodging taxes.
- 2) If the lodging receipt shows more than single occupancy, the single room rate must be noted. If payment for more than the single occupancy rate is requested, the name of the second City employee must be disclosed.
- 3) When more than one City employee is traveling to the same location, the Department should consider double occupancy, if appropriate, considering the traveling employees.
- 4) When lodging is available at the conference site, the expense will be limited to the conference rate for lodging. The employee will provide conference documentation, which includes the rate for lodging and any meals provided through the conference or the place of lodging. If the employee obtains lodging that is higher than the conference rate, the employee must justify the lodging rate and the Department head must approve the higher rate.

3. Meals and Incidentals

- a. Meals and incidentals will be reimbursed by the City for non-local travel based upon the per diem allowance policy. This will eliminate the need for food receipts and itemized meal expenses.
 - 1) Meals will be reimbursed at the following amounts:
 - Breakfast – \$ 13.00
 - Lunch – \$15.00
 - Dinner – \$26.00
- b. The City will not reimburse for meals already provided through airline fare, registration fees, and lodging expenses. Conference, airline and lodging documentation must be submitted to determine meals provided. If a scheduled banquet is connected with the travel, the actual cost of the banquet will be allowed in place of the dinner, provided the cost can be documented. If an employee requires a meal different from the one provided for health or religious reasons, a different meal should be requested prior to travel from the meal provider. If the meal cannot be changed to comply with the employee's health or religious requirements, the City will reimburse for the meal the employee purchases using the allowance rate above. A statement from the employee's doctor or religious leader is required to support the reimbursement request.
- c. On the day that the employee begins or ends travel, meals are reimbursed based upon the time when travel begins and ends.

- 1) If travel begins before 6:00 A.M. breakfast, lunch, and dinner are reimbursed. If travel begins between 6:00 A.M. and 1:00 P.M. lunch and dinner are reimbursed. If travel begins after 1:00 P.M. only dinner is reimbursed.
 - 2) If travel ends after 9:00 A.M. and before 1:00 P.M. breakfast is reimbursed. If travel ends after 1:00 P.M. and before 7:00 P.M. breakfast and lunch are reimbursed. If travel ends after 7:00 P.M. breakfast, lunch, and dinner are reimbursed.
 - 3) The determination of when travel begins or ends will be based on the required documents submitted and includes the travel time to and from the airport.
- d. Incidental expenses included in the daily allowance are for fees and tips given to porters, baggage carriers, bellhops, hotel maids, and the cost of transportation between places of lodging or business and places where meals are taken.
- 1) An incidental allowance is paid at the rate of \$5 per day.
4. Miscellaneous expenses
- a. Miscellaneous expenses include laundry or dry cleaning expenses and phone calls.
 - 1) Laundry and dry cleaning expenses are reimbursed when the City travel is in excess of seven days. Receipts are required and only the expenses related to the cleaning of clothes required for the days of the trip in excess of seven days are permitted.
 - 2) A \$10 prepaid phone card may be purchased for use during travel and reimbursement requested on the 71S, with a receipt. No phone expense will be approved if the employee was issued a city phone.
 - 3) Conference fees, training fees, tuition and books required, will be reimbursed with a receipt.
- E. Non-reimbursable Items
1. Non-reimbursable non-local travel expenses include but are not limited to the following: airline lost ticket application fees, excess baggage fees for personal luggage, hotel charges associated with cancellation, incremental costs of double over single occupancy rates for an employee's spouse/guest, rental car damage, parking tickets, traffic violations, personal entertainment, recreational items, travel related insurance and cancellation fees due to personal circumstance of the employee.
 2. Any personal related vacation expenses when the employee combines vacation with the City travel is non-reimbursable. The cost variance must be clearly identified on the 70S.

F. Frequent Flyer Mileage Benefits

1. Employees are prohibited from earning frequent flyer miles while traveling on city business.