



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: DECEMBER 24, 2013	NO. PAGES: 1 of 6	NUMBER: 1.1.17
SUBJECT: TRAVEL AND TRAINING REQUESTS			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are in Italics

PURPOSE: To provide guidelines for Cleveland Division of Police members who request that the City pay or reimburse expenses for certain law enforcement related travel and training as a tour of duty.

POLICY: The Mayor or the Mayor’s designee is the final authority for all training and travel requests involving expenditure of city funds. A Travel and Training Review Committee comprised of the Division’s Deputy Chiefs shall review and make recommendations on **all** travel and training requests. *Commanders may, at their discretion, approve “no cost” travel and training that is not OPOTA or HIDTA.*

PROCEDURES:

I. Requests for Travel and/or Training

- A. Only members on regular duty status may engage in travel and training that incurs an expense to the City. This requirement is also applicable to members who participate in “no cost” travel and training as a tour of duty.
- B. Members who request to attend seminars, conferences, special courses, or certain special events **on duty** shall complete a Form-1 requesting permission. This Form-1 shall include:
 - 1. Assignment, contact number (work, home, cell, or email), rank/job title and date of appointment.
 - 2. Title of the course, objective, location and cost.
 - 3. An official brochure, letter, or printed webpage describing the course and associated expenses.

4. An explanation of how attendance will benefit the Division.
 5. Length of absence from regular duties.
 6. List of expenses the officer is requesting the city to reimburse. See Anticipated Travel Expense Report (ATER) (Attachment A).
 7. If requesting a city vehicle, list the vehicle identifiers.
 8. Statement waiving overtime compensation incurred for any reason.
 9. Members shall not accrue benefits in airline or hotel frequent traveler programs as a result of city-paid travel.
- C. Members shall complete an ATER and attach it to the above described Form-1. The ATER shall indicate the maximum expense anticipated for the travel/training. The Budget Unit can provide assistance in completing the ATER.
- D. Travel/training requests shall be submitted eight weeks before the event in order to provide sufficient time for obtaining approvals and processing the request. However, submitting a travel/training request within the eight week requirement does not guarantee a timely approval. Any deviation from this requirement, such as when opportunities present themselves on short notice, requires unanimous approval of the Travel and Training Committee. The Travel and Training Committee approval does not guarantee the request will be approved through the City process.
- E. The requesting member's unit/platoon supervisor and commander shall include comments indicating the effect the member's absence will have on the unit/platoon.
- F. *All requests, including no cost Ohio Peace Officer Training Academy (OPOTA) and High Intensity Drug Trafficking Area (HIDTA) training, shall be forwarded through the chain of command to the respective Deputy Chief. Deputy Chiefs shall review and forward approved recommendations to the Travel and Training Committee for their consideration. This ensures that training requests and approvals are properly documented.*

- G. Upon approval by the Travel and Training Committee, the request shall be forwarded to the Chief's Office for final approval. Approved requests shall be forwarded to the Budget Unit for processing.
- H. Members wishing to attend an OPOTA course must complete an OPOTA registration form and *forward it with the* Form-1. The OPOTA registration form must be signed by the Deputy Chief of Administrative Operations or the Commander of the Bureau of Support Services before a member may attend any OPOTA course. OPOTA will not accept any other supervisor's signature. The requisite signatures *shall be obtained after approval is granted from the Travel and Training Committee. These requirements apply in all* circumstances, regardless if the member is attending on-duty or off-duty, or is paying for the course with personal funds or is requesting the City to cover expenses. **In all instances, the member shall be held personally liable for all costs if the member fails to attend the class for which the member has registered without giving the proper five day cancellation notice to OPOTA.**
- I. No-cost travel and training as a tour of duty (*non-OPOTA and non-HIDTA*)
1. No-cost travel and training is any planned absence from duty that is law enforcement related for which a member wishes to attend as a tour of duty.
 2. Members who engage in no-cost travel and training as a tour of duty are required to submit a Form-1 detailing the nature of the travel and training, the purpose of attendance, length of absence, and a statement waiving any overtime.
 3. No-cost travel and training requests may be approved by a member's commander. Approved Form-1's shall be routed directly to the Budget Unit for tracking.

II. Expenses

- A. Expenditures are reimbursed on actual cost and will not exceed the total amount authorized on the Form-1 and ATER request.
- B. Allowable Expenses:

1. *Transportation costs shall not exceed the lowest available airfare cost regardless of the mode of transportation.* All air travel shall be booked through the city's authorized travel agency, except when a pre-negotiated airfare, in connection with an event (conventions, conferences, etc.), would result in a *lower* cost to the city.
2. If automobile travel is the most efficient method of travel, a city vehicle may be approved for use if available.
3. A private auto may be used if a city vehicle is unavailable. Mileage reimbursement shall be based on the member's collective bargaining agreement. Reimbursement is limited to one driver. Two or more members traveling to the same destination are expected to carpool. The city does not provide insurance coverage for privately owned vehicles.
4. Mileage reimbursement shall not be given to attend classes at OPOTA's Richfield facility.
5. The *maximum* allowance for meals is \$40 per day (Breakfast - \$7, Lunch - \$10, Dinner - \$23). The allowance may be higher for certain high-cost metropolitan areas. Contact the Budget Unit for a complete list of such areas. Allowances are subject to change.
6. Registration, tuition, materials and supplies are paid directly to the training organization unless otherwise indicated in the member's Form-1 request.
7. Other expenses (e.g. bus/taxi fare, parking, tolls, etc.) shall be reimbursed only if accompanied by the original receipt.

C. Non-Allowable Expenses

1. The city will not reimburse optional airline travel insurance.
2. No allowance for lodging expenses may be claimed if the destination is within 60 miles of the member's residence.
3. The following lodging related expenses are not reimbursable:

- a. A “guaranteed reservation” charge accrued due to member error
 - b. Incidental non-business expenses such as in-room movies, laundry, or valet services
 - c. Accommodations for spouses or family members
4. Optional insurance offered by the rental car agency.
 5. Members shall not opt to pay for a full tank of gas at the time of vehicle rental (gas option). Members shall fill gas tanks before returning vehicles to avoid excessive gasoline charges by the rental companies.
- D. Accounting of Expenses
1. Members **shall** submit a Travel Expense Report (*Attachment B*) to the Budget Unit **within 7 business days of completing their authorized travel and training**. Failure to submit an expense report in a timely manner **shall** result in a denial of reimbursement.
 - a. The report shall list all expenses. This includes airfare, registration, and/or lodging that may have been prepaid by the city. When applicable, cash advances shall be listed.
 - b. **Original receipts** *must have* sufficient detail **to be eligible for reimbursement**.
 - c. A credit card statement is unacceptable as a receipt.
 - d. A copy of the airline ticket and itinerary shall be attached to the Travel Expense Report. Unused airline tickets shall be attached to the front of the Travel Expense Report.
 - e. The member and their immediate supervisor shall sign the Travel Expense Report and forward it, along with *required* documentation, to the Budget Unit.

2. Members owing money to the City shall forward reimbursement to the Budget Unit. Money orders payable to the City of Cleveland are the only acceptable form of payment. If the City owes money to the member, the Budget Unit shall process the necessary paperwork to reimburse the member.
 3. The Budget Unit shall forward the original Travel Expense Report (with attachments) to the Director of Public Safety retaining a copy of all information forwarded documenting the travel and training expense.
- III. Training Documentation - Members who receive training that results in a diploma, certification, or proof of attendance shall ensure that copies of same are forwarded through the chain of command to their respective Deputy Chief who in turn will forward same to the Personnel Unit and the Academy Unit for inclusion in the member's personnel and training files.