

 City of Norfolk	Administrative General Order – 490		Out of City Travel
	Department of Police General Order		
	CALEA:	none	
VLEPSC:	none		
LEGAL REVIEW DATE:	02.03.12	PRESCRIBED DATE:	2/10/12
City Attorney:	<i>[Signature]</i>	City Manager/Director of Public Safety:	<i>[Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Office of Preparation: Strategic Management Division (sl/acb)

Purpose

The purpose of this general order is to provide departmental administrative policy and procedure for participation in travel authorized by the State or City.

Policy

Department personnel traveling out of the city on approved police business/training are governed by the provisions of the City of Norfolk Travel Policy. The policy requires responsible use of funds which protects the public trust. To achieve this mandate, employees will compare travel agency or discount internet travel service offers in order to arrange travel in the most cost effective way.

This general order outlines administrative procedures for departmental personnel. The City of Norfolk policy should be consulted for further details and takes precedence over these procedures.

Supersedes:

1. G.O. ADM-490, dated May 14, 2009
2. Any previously issued directive conflicting with this order.

Order Contents:

- I. Authorization
- II. Travel Procedures
- III. Fugitive or Other State Authorized Travel
- IV. Accuracy

I. Authorization

- A. City of Norfolk Travel Authorization or Travel Payment Voucher Forms are not required when travel does not require overnight lodging and/or no travel expenses are incurred. In this case, approval by the supervisor or commanding officer is sufficient for travel.
- B. All other travel requires authorization for expenses using the City of Norfolk Travel Authorization Form and City of Norfolk Travel Payment Voucher and must be approved by the traveler's respective bureau chief and the Chief of Police or designee. Name stamps are not to be used on these forms.
- C. For the Chief of Police, the approving authority is the City Manager or designee.

II. Travel Procedures

- A. Employees requesting travel relating to training
 - 1. All out of city travel related to training that is paid for by the department or the City of Norfolk will be documented using a PD 942, Request for Training Funds, and submitted via the chain of command to the Training Division.
 - 2. Once the training and travel are approved by the Bureau Chief, a City of Norfolk Travel Authorization Form will be completed by the Training Division and returned to the employee to obtain advance travel funds as required.
 - 3. Once the employee returns from travel, a City of Norfolk Travel Payment Voucher will be completed by the employee and submitted for approval via the chain of command. The Travel Payment Voucher will be submitted to the Training Unit for disbursement of funds to the employee.
- B. Employees requesting travel unrelated to training
 - 1. Preliminary approval should be secured from the respective supervisor and/or commanding officer, who, if required, will verify that funds are available for travel before granting approval.
 - 2. Formal approval is obtained by completing a City of Norfolk Travel Authorization Form and forwarding it via the employee's chain of command.
 - 3. Once the employee returns from travel, a City of Norfolk Travel Payment Voucher will be completed by the employee and submitted for approval via the chain of command. The Travel Payment Voucher

will be submitted to the employee's division for disbursement of funds to the employee.

C. Travel Authorization Form

The Finance Department requires that a Travel Authorization number be recorded on each Travel Authorization Form. Division personnel authorized by accounting will obtain a Travel Authorization number and record in appropriate box (top right of form, Travel Encumbrance No. / TA). This number is used by the Finance Department to coordinate travel payment information with the City Treasurer's Office.

D. Prepaid Travel Expenses

1. Expenses that can or need to be paid beforehand (e.g. conference registration, member dues, training fees, or air fare, etc.) should be prepaid by the division from which funds will be drawn.
2. If prepayment is necessary, the employee must submit an approved City of Norfolk Travel Authorization Form to the responsible division's accounting personnel. The travel authorization will include the prepaid expenses as well as anticipated travel expenses; however, the prepaid expenses will not be included in the travel advance amount.
3. Processing prepayments to vendor
 - a. If prepayment to a vendor is necessary, the vendor must submit an invoice to the department. Payment will be processed by accounting personnel using the appropriate payment document.
 - b. If a vendor or party requires a purchase order (PO) number, the Travel Authorization number will be used as the PO number for the vendor.
4. Processing prepayment reimbursement to employee
 - a. If the employee makes the prepayment from personal funds, he/she must keep a copy of all receipts for which they will seek reimbursement.
 - b. The employee must complete a Travel Payment Voucher, which will reference the Travel Authorization number, and attach all receipts. The Travel Payment Voucher will be approved via the chain of command, and reimbursement will be processed by the responsible division's accounting personnel.

E. Travel Advance

1. To obtain an advance, estimate all cash expenditures that may be required while traveling and indicate total amount of estimate on bottom portion of Travel Authorization Form. If not already prepaid by the city, department, or other agency, major expenses such as air travel and conference fees may be included in the advance.
2. When the Travel Authorization Form is signed, it shall be taken to the City Treasurer's Office ten days or less prior to date of travel. The Treasurer's Office will provide the amount in cash as a loan to the traveler.
3. While on the trip, keep all original receipts (gas, transportation, parking, lodging, tuition, etc.) which will be attached to the Travel Payment Voucher upon the employees return.

F. Upon Return From Travel

1. Submit a Travel Payment Voucher

Within seven working days of return, sign a completed Travel Payment Voucher and submit for signature through chain of command. As required, attach all original itemized receipts, clearly indicating dates and amounts. Fill out Travel Payment Voucher as follows:

- a. Use Travel Authorization (TA) Number as Travel Encumbrance Number.
- b. In space listed as "vendor", mark address to which the employee's reimbursement check should be mailed. In this case, the employee is the "vendor".
- c. Indicate the employee's Department (Police) and Bureau (Investigative Services, Field Operations, etc.).
- d. List all costs incurred on the trip including date and location, and attach all receipts. Be sure to state when costs are for more than one person (e.g., 2 officers x 3 days).
- e. Sign the form and obtain necessary approvals.
- f. Upon completion, send the form to the division which issued the travel authorization for final processing.
- g. The accounts personnel in that division will authorize the Finance Department to issue a reimbursement check to the employee in the amount of expenses incurred.

2. Repayment of Travel Advance

The following procedures must be followed for all advanced funds.

- a. Amounts owed to the City Treasurer may be submitted as cash or check. When you receive the reimbursement check, bring a signed copy of the Travel Payment Voucher to the City Treasurer's Office together with the amount owed:
 - (i) If amount advanced exactly matches amount spent, the employee can simply sign over the check to the City Treasurer. Forward a copy of the receipt from the Treasurer's Office to the issuing division.
 - (ii) If amount spent is less than the amount advanced, the employee owes the City Treasurer money. The employee may sign over the check, plus add cash or a personal check for the difference of the amount owed. Forward a copy of the receipt from the Treasurer's Office to the issuing division.
 - (iii) If amount spent is more than the amount advanced, the reimbursement check will be larger than the advance. The employee may submit the amount of the advance as either cash or a check to the Treasurer's Office. Forward a copy of the receipt from the Treasurer's Office to the issuing division.
- b. The Treasurer must receive repayment within 30 days of return from travel. If repayment is delayed, the Treasurer is authorized to withdraw funds from your paycheck.

III. Fugitive or Other State Authorized Travel

- A. Personnel participating in travel authorized by a State agency which is reimbursed by the State will be governed by State and City Travel guidelines.
- B. Prisoner retrieval is carried out by the Detective Division, which is responsible for obtaining travel authorization, making all travel arrangements and securing reimbursement of travel expenses from the State. When a Norfolk Police Officer is retrieving a prisoner, the officer will obtain their supervisor's and/or commanding officer's approval using a City of Norfolk Travel Authorization Form, stating intended travel dates, location, and prisoner information.

IV. Accuracy

Each employee must truthfully and accurately complete all travel vouchers and forms. Inclusion of any false information on any form, or submission of any supporting receipts or vouchers which do not reflect the correct amount spent or the actual expense incurred for the particular item claimed, will be considered a serious offense.

Related Documents:

1. G.O. OPR-470: Fugitives
2. City of Norfolk Policy and Administrative Regulations, City Travel Policy