

East Haven Police Department 	Type of Directive: Policies & Procedures		No. 310.1
	Subject/Title: Travel Expenses of Department Employees	Issue date: May 28, 2015	
		Effective Date: July 1, 2015	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: General Services Administration (GSA) Per Diem Rates		Rescinds: N/A	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding employees travel expenses for official business.

II. POLICY

- A. It is the policy of the East Haven Police Department (EHPD) to establish guidelines for the payment and reimbursement of employees that travel outside of the State of Connecticut on behalf of the EHPD or the Town for official business.
- B. Official travel shall be pre-approved and authorized by the Chief of Police or his/her designee.

III. GENERAL GUIDELINES AND CONSIDERATIONS

- A. Official travel is generally deemed to further the needs of the Department.
- B. Official travel usually falls into one of the following categories.
1. Criminal Investigation.
 2. To Apprehend or Pick Up a Wanted Fugitive.

3. Pre-Employment Background Investigation.
4. Attend a Training Course.
5. Attend a Professional Development Conference.
6. Any other reason as approved by the Chief of Police or his/her designee.

IV. PROCEDURES

- A. Each employee shall be responsible for obtaining receipts for all expenses while traveling outside of the State of Connecticut.
 1. Except for meal receipts, all other receipts shall be presented to the Department in order to be reimbursed by the Town.
 2. Requests for reimbursement shall be submitted within ten (10) days of returning from authorized travel.
- B. The Department will reimburse the full and actual cost of all of the following expenses.
 1. Airline, Train, or Bus Tickets.
 2. Parking Fees.
 3. Transportation or Taxi Fees.
 4. Rental Car Fees.
 5. Gasoline and Tolls.
 6. Hotel and Rooming Fees.
 7. Any other expense associated with housing or travel.
- C. All meals will be paid at a flat daily per diem rate for the location where the travel occurs.
 1. The per diem rate shall be established by the United States General Services Administration (GSA) Per Diem Rates.
 - a. The GSA per diem rates can be found at the following webpage:
<http://www.gsa.gov/portal/content/104877>

2. Meal expenses that are included as part of a specific event, conference, registration, or training will have that expense deducted from the daily per diem rate.
 3. For partial days away, the per diem amount shall be adjusted using the meal breakdown chart and the employee's travel schedule.
 4. The Department will not be responsible for any additional meal costs above the daily per diem rate.
 5. Employees do not have to submit meal receipts for reimbursement.
 - a. Although not required, it is highly recommended that each employee save all meal receipts for their own records.
- D. Employees renting a vehicle or traveling out of state with a Department vehicle will ensure that they have a copy of the Town's vehicle self-insurance certificate with them.
- E. Pre-travel cash advances may be available; however, all unused funds with the exception of the daily per diem meal allowances shall be reimbursed to the Town within ten (10) days of returning from the travel.
- F. When feasible, any employee that incurs an unanticipated emergency expense should notify a commanding officer or the on-duty shift commander as soon as possible.
1. Examples of an emergency expense include a disabled vehicle, a cancelled flight requiring a change in travel arrangements, etc.
 2. Any employee traveling is authorized to incur an emergency expense without prior authorization to ensure that they can travel to or from their travel location and home.