



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 909 – Travel

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC	Number of Pages:	4
Forms Referenced in Procedure:	COSA Notice of Leave COSA Travel Authorization	Related Procedures:	311, 902, 908

.01 INTRODUCTION

- A. Opportunities for supplemental outside training, education, and professional affiliation sometimes allow for a higher degree of individual development than would be otherwise available from local sources.
- B. Members may request authorization for travel when such travel is in the interest of the San Antonio Police Department and the City of San Antonio.
- C. This procedure provides a process whereby travel needs are requested, evaluated, prioritized, and disbursed in as fair and equitable manner as possible.

.02 POLICY

The policy of the Department pertaining to employee travel requires members to properly plan, prudently utilize, and thoroughly document expenditures allocated for the various functions necessitating travel due to limitations in the resources available for this purpose.

.03 TRAVEL NECESSARY TO APPEAR IN CONJUNCTION WITH A SUBPOENA ISSUED BY A JURISDICTION OUTSIDE OF BEXAR COUNTY

- A. Members who are subpoenaed by a jurisdiction outside of Bexar County are responsible for contacting the jurisdiction and securing travel arrangements, as well as compensation for responding to such subpoenas.
- B. No City of San Antonio (COSA), *Travel Authorization* is required for members who are subpoenaed by agencies outside of Bexar County. Members refer to GM Procedure 311, *Court Appearances*, for the process to follow to properly respond to the subpoena.

.04 NO-COST TRAVEL

- A. If there is no cost to COSA, there is no requirement for a *Travel Authorization* form. However, members must submit a request through their chain of command (up to and including their Bureau Commander) for prior approval.
 - 1. If the travel is for training or event provided by SAPD, the member shall be carried as “Special Assignment” on the Unit/Detail payroll time sheet for the days/hours of the event. The approval memo shall be kept in the member’s field file.
 - 2. If the travel is for training or event provided by an outside organization, the member shall include a *COSA Notice of Leave* form requesting Administrative Leave for the travel time along with their request, and if approved, the member will be carried as “Administrative Leave” on the Unit/Detail payroll time sheet for the days/hours of the event.

.05 REQUESTS FOR TRAVEL

- A. Members requesting travel funds should discuss the justification with and obtain the concurrence of their immediate supervisor.



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- B. The travel request is completed and submitted to the approving supervisor with the following information:
1. Specific benefit, function, or purpose for the travel request;
 2. Course title or school name;
 3. Location(s) of activity;
 4. Dates and times (if necessary) of activity, including delays in the members return due to annual leave taken in conjunction with the travel;
 5. Itemized cost breakdown of projected expenses:
 - a. Transportation to destination (mode, carrier, mileage);
 - b. Lodging;
 - c. Meals (as per diem from Administrative Directive 8.31 *Travel Authorization and Expenses*);
 - d. Transportation at destination (rental car, bus, cab, van-limo);
 - e. Registration, tuition, or conference fees; and
 - f. Incidental or any other anticipated costs.
 6. Commentary on benefit or purpose of program; and
 7. Request for administrative leave (*COSA Notice of Leave form*).
- C. The member's supervisor, upon reception of the travel request, confers with his immediate commander to evaluate the benefit of the requested expenditure and determines the availability of general/grant budgeted funds through the Manager of the Fiscal Services Office.
1. Approvals are initialed in the appropriate space by both supervisors and forwarded through the Chain of Command to the office of the Section/Division/Bureau Commander.
 2. Denials are initialed by both supervisors and returned to the requesting member.
- D. The Bureau Chief reviews the travel request and:
1. If approved, initials, and forwards it to the Fiscal Services Office for a budget allocation review, and if training related, to the Training Academy Commander for a prioritization review if to be funded out of LEOSE funds.
 2. Should the request be denied, the Bureau Chief initials and returns the request down the chain of command to the requesting member.
- E. Fiscal Planning Manager consults with the Training Academy Commander, if applicable, and conducts an evaluation of the request (in relation to those previously budgeted and prioritized by the Office of the Chief at the beginning of the fiscal year).
- F. Final travel authorization and advances will be approved by the Chief of Police, or his designee in accordance with AD 8.31, *Travel*. The City Manager, or designee, may at any time restrict travel and/or direct additional approvals as necessary to be obtained prior to any travel being authorized.



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1. Approvals are signed and copies forwarded to the Fiscal Services Office, then down the requesting member's chain of command. The requesting member also receives a memo listing further instructions.
 2. Denials are signed and returned down the requesting member's chain of command.
- G. All approved travel requests must be submitted to the Fiscal Services Office at least fourteen (14) working days (M-F, 0745-1630 hrs) prior to the member's departure.

.06 CASH ADVANCES

- A. Members whose travel request is received later than the fourteenth (14th) day prior to the member's departure are not eligible for a cash advance, unless authorized by the Chief of Police.
- B. If the advancement is \$100.00 or less, the traveler is not eligible for an advancement.

.07 AUTHORIZED USE OF CITY VEHICLES

- A. Members requesting the use of a city vehicle for travel outside Bexar County must:
 1. Be authorized to operate a city vehicle by the Risk Management Division;
 2. Have requested and received approval for the use of the city vehicle on City of San Antonio (COSA), *Travel Authorization*.
 3. Obtain a city vehicle and motor fuel credit card from the Fiscal Services Office. If there is no city vehicle available, member may request to use POV and mileage reimbursement, which must be approved through the chain of command.
 4. Contact the Fleet Services Office (if applicable); at least twenty-four (24) hours prior to the member's departure to reserve a city vehicle.

.08 RESPONSIBILITY

- A. Members receiving travel authorization/advancements must contact the Travel Coordinator in the Fiscal Services Office to finalize travel arrangements no later than three (3) working days prior to the date of their departure.
- B. Each member is expected to be conservative in their expenditures while traveling on city business.
- C. Attendance at any outside conference, school, or seminar is on a voluntary basis. Regardless of trip length, no overtime is to be paid for travel or excess attendance time.
- D. Members returning on the same day as the conclusion of any program. No expenses are authorized beyond that day. If the trip does not exceed twelve (12) hours, per diem will not be paid.
- E. Each member shall be responsible for obtaining original receipts for all expenses, excluding the member's meals, incurred as a result of authorized travel. Reimbursements are not authorized without original receipts.
- F. Each member shall submit all receipts and sign an expense report and submit to the Travel Coordinator in the Accounting and Personnel Office no later than three (3) working days after the member's return to duty.

.09 ELIGIBLE EXPENSES



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- A. The allowance for expenses includes all reasonable costs necessarily incurred while conducting city business. The expenses of a member's family are not eligible for payment by the City without prior approval by the City Manager.
- B. Allowable expenses are covered by Administrative Directive *8.31 Travel Authorization and Expenses*, excerpts of which are:
 1. Eligible travel expenses include, but are not limited to:
 - a. Intercity transportation;
 - b. Local transportation;
 - c. Lodging;
 - d. Meals; and
 - e. Registration fees.
 2. Eligible (restricted) expenses include, but are not limited to:
 - a. Unusual expenses: Expenses such as entertainment for the promotion of the City interest may be eligible depending on the particular circumstance and with proper approval of the Chief of Police; and
 - b. Other incidental expenses: Expenses eligible for payment include tolls, parking charges, cab fares, business related telephone calls, and reasonable laundry and dry cleaning costs, where absence from the San Antonio area extends over a period of five (5) or more consecutive days.