Minneapolis Police Department Policy and Procedure Manual	Number: 4-301

Volume Four - Administrative Procedures

MPD Travel Procedures

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(A)

Business-Related Travel

1. Employees requesting Special Duty for business-related travel shall complete a Special Duty Approval form (MP-1002), obtain an estimate of costs and appropriate signatures.

2. Travel outside the seven county metro area is considered “out of town.”

3. All travel costs must be pre-approved and the funding source identified by the employee’s commander.

4. All out of town training, conferences, Honor Guard details, and MPD representation at funerals and other special events that are to paid for by the Minneapolis Police Department shall be reviewed by the Deputy Chief of Professional Standards, Assistant Chief or Chief.

5. If an employee attends a business-related event that involves air travel, and a Saturday stay is required to reduce airline costs, the extra day(s) will be marked as worked and the MPD will pay for the hotel and per diem for those days.

6. Days that are not considered travel, training, conference, meeting or other work days will be marked as off (unpaid) or the employee may use vacation or compensatory time.

Travel Reimbursement

1. The Travel Expense Form (FD-2800) shall be completed for reimbursable expenses and itemized receipts must be attached.

2. When applicable, a copy of the class certificate and/or a copy of the agenda schedule from the training attended are required when seeking reimbursement.

3. The following items are eligible for reimbursement:

   a. Original itemized hotel bill showing room, taxes and method of payment. MPD will reimburse only room and taxes. Incidental expenses shall be paid by the employee.

   b. Postage and mailings

   c. Registration fees

   d. Transportation costs (e.g. taxi, shuttles, parking)

   e. Rental car. This expense must be pre-approved prior to travel.

   f. Gas receipts

   g. Airline tickets

h. Baggage fee for the first bag.

i. MPD will pay for a second bag if the travel is to a command school or training 3 months or longer.

ii. MPD will not pay for overweight luggage.

iii. MPD will not pay shipping/baggage handling expenses for books or other materials acquired during training or other work-related travel.

4. The Travel Expense Form (FD-2800), receipts and applicable class certificates/agenda schedule shall be forwarded to the Training Unit.

Airfare Travel

Employees shall contact the Training Unit prior to making air travel arrangements.

Vehicle Travel

1. Requests to utilize an MPD vehicle for out of town travel shall be submitted to the MPD Fleet Manager. This includes marked squads and unmarked vehicles.
2. Officers using a marked squad for out of town travel shall obtain a spare tire and jack from the Police Garage.
3. In the event of a vehicle breakdown while traveling, employees shall ensure the MPD vehicle is taken to the nearest dealership respective to the make of the vehicle and contact the MPD Fleet Manager.
4. Reporting accident/vehicle damage shall occur in accordance with MPD Policy/Procedure Section 4-410 City Vehicles and On-Duty Accidents.

   a. In the event of a vehicle accident or damage occuring to a rental car, the MPD Training Unit shall be notified immediately.

   b. In the event of a vehicle accident or damage occuring to an MPD vehicle, the MPD Fleet Manager shall be notified immediately.

Hotel Accommodations

1. Hotel reservations should be arranged by the Training Unit.
2. Employees may make their own arrangements and seek reimbursement by following the process outlined in Section B – Travel Reimbursement.
3. The following protocol shall be followed when arranging hotel accommodations:

   a. If the conference/training/meeting/event is at a hotel, room reservations shall be made at that hotel.

   b. If rooms are not available at the conference/training/meeting/event hotel, reservations shall be made at the nearest hotel with comparable rates.

Per Diem

1. Meals and incidental expenses are calculated on the basis of the geographic location the employee is traveling to.

2. Per Diem amounts will be adjusted if meals are included in the training. No receipts are needed for meals and miscellaneous expenses.

3. For FBI and SPI training, the Per Diem amount will be pre-determined and an advance will be issued to the employees.

4. Employees attending the FBI Academy Training will receive a check from the FBI for expenses; the employee shall submit this check to the Training Unit.

5. MPD pays only the employee's Per Diem. This does not include an allowance for family.

Leave En-Route or Interrupted Travel

1. An employee who for personal reasons desires an interruption of travel or deviation from direct route shall:

   a. Request the leave in the travel request, unless an unforeseen circumstance arises (e.g. family emergency).

   b. Figure expenses for an uninterrupted trip (expenses during the leave will be paid by the employee).

2. Time involved during the leave will be off-duty time.

3. City vehicles shall not be used during a leave en route.