



DEPARTMENTAL  
GENERAL  
ORDER

Effective Date:  
25 Apr 08

F-2

Evaluation Coordinator:  
Fiscal Services Division Manager

Index as:

Evaluation Due Date:  
27 Oct 08

Ref: CALEA  
Standard 33.1.3

Business Travel

Automatic Revision Cycle:  
3 Years

**BUSINESS TRAVEL**

**Table of Contents**

**I. DEFINITIONS AND TERMINOLOGY ..... 1**

A. Legal Travel ..... 1

B. Training and Conference Travel ..... 1

C. Miscellaneous Travel ..... 2

D. Local Travel on Business ..... 2

E. Self-Improvement Training Travel ..... 2

**II. TRAVEL BUDGET AND GUIDELINES FOR APPROVAL OF BUSINESS TRAVEL ..... 2**

**III. REGULATIONS ..... 3**

A. Time and Cost ..... 3

B. Travel by Privately-Owned Vehicles, City Vehicles, and Rental Vehicles... 3

C. Travel by Common Carrier ..... 4

**IV. ALLOWANCES AND PER DIEM RATES ..... 4**

A. Lodging Allowance ..... 4

B. Transportation Allowance ..... 4

C. Meal Per Diem ..... 5

**V. LEGAL TRAVEL ..... 6**

What is Legal Travel? ..... 6

A. Department’s Extradition Budget ..... 6

B. Fugitive Unit Extradition ..... 6

C. Fugitive Unit Supervisor Notification to BOI Deputy Chief ..... 6

D. Prisoner Transportation Expenses ..... 6

E. Advance Expense Money ..... 6

F. Extradition Travel Expenses Reimbursed by the State ..... 7

G. Legal Travel Expenses Not Reimbursed by the State ..... 7

**VI. TRAINING AND CONFERENCE TRAVEL, LOCAL TRAVEL OR MISCELLANEOUS TRAVEL ..... 8**

**VII. ADDITIONAL RESPONSIBILITIES ..... 10**

- A. Fiscal Services Division..... 10
  - 1. Legal Travel ..... 10
  - 2. Training and Conference, or Miscellaneous Travel..... 11
- B. Training Division ..... 12



DEPARTMENTAL  
GENERAL  
ORDER

Effective Date:  
25 Apr 08

F-2

Evaluation Coordinator:  
Fiscal Services Division Manager

Index as:

Evaluation Due Date:  
27 Oct 08

Ref: CALEA  
Standard 33.1.3

Business Travel

Automatic Revision Cycle:  
3 Years

---

## BUSINESS TRAVEL

The purpose of this order is to define business travel, to set forth Departmental procedures for obtaining approval to travel (including budgeting and reporting of expenditures), to state Departmental policies and travel procedures governing any other out-of-town trips made by Departmental personnel, and to state procedures governing travel associated with the extradition of fugitives. Local travel on business and self improvement training travel is not subject to the provisions of this order.

### I. DEFINITIONS AND TERMINOLOGY

Business travel subject to the provisions of this order shall include:

A. Legal Travel

Travel to accomplish Departmental operations mandated by law, such as returning prisoners from other jurisdictions in California, extraditing fugitives from other states, and responding to subpoenas from other jurisdictions.

B. Training and Conference Travel

1. Travel to attend Departmental or non-Departmental training courses and seminars; or
2. Travel to attend an official conference or a gathering of a professional or governmental organization.

C. Miscellaneous Travel

1. Travel to recruit personnel;
2. Travel to inspect or review an operation or function for the purpose of improving or initiating similar arrangements for the Department; or
3. Other travel on Departmental business that does not meet the definition of legal or training and conference travel, except for local travel on business.

D. Local Travel on Business

1. Travel to a seminar or business meeting conducted at a destination within or adjacent to the City of Oakland;
2. Travel between Departmental facilities (i.e., Eastmont Substation, Communications, Animal Shelter, etc.), training facilities leased by the Department or neighborhood resource centers; or
3. Local Courts.

E. Self-Improvement Training Travel

Travel connected with coursework and self-improvement studies discussed in Departmental General Order B-5, TRAINING AND SELF-IMPROVEMENT FUNDS, is not defined as business travel.

**II. TRAVEL BUDGET AND GUIDELINES FOR APPROVAL OF BUSINESS TRAVEL**

- A. The Department's General Fund travel budget shall be appropriated to the Training Division at the beginning of each fiscal year. Grant project travel funds are appropriated to the responsible unit and must be approved by the project manager.
- B. The Training Division Commander is responsible for ensuring that all travel associated with mandatory training (state or federally mandated, or that required by the Department's insurance carrier) is funded prior to granting approval for other types of travel.
- C. In the event that a travel request is not approved by the Training Division Commander, Unit Commanders may transfer "bona fide" operational budget savings to cover essential travel expenses.

- D. City Administrator approval is required when travel is more than five consecutive workdays, travel is outside the continental U.S., or when travel by City or private vehicle is more than four hours. (City Administrator approval is not needed for legal travel.)

### **III. REGULATIONS**

- A. Time and Cost
  - 1. Unit Commanders shall ensure that all business travel shall be undertaken at times and by routes that are advantageous to the Department in terms of duty schedules and cost.
  - 2. Overtime shall not be authorized to backfill for the traveler unless grant/project funding exists for this purpose, or exigent circumstances exist, and the overtime is approved by a Deputy Chief, the Deputy Director, the Assistant Chief of Police, or the Chief of Police.
- B. Travel by Privately-Owned Vehicles, City Vehicles, and Rental Vehicles
  - 1. The traveler must comply with City Administrative Instructions (A.I.) 120 "Travel on City Business" and 4403 "Vehicle Use—Private Autos Rented to the City."
  - 2. Travel by private vehicle use and City vehicles may be authorized if the final destination does not exceed a four (4)-hour drive. If more than four hours, then travel must be approved by the City Administrator.
  - 3. Rental vehicle may be used only if it provides the most economical and practical means of travel. The use of the rental vehicle must be noted in the City Travel Authorization Form (400-257) with justification for use of rental. No reimbursement shall be issued if the traveler did not receive prior approval, unless authorized by the Chief of Police.

4. Risk Management shall routinely inspect all insurance and related documentation of personnel authorized to use their personal vehicles for business travel.
5. The traveler shall use City vehicles only for Departmental business. The traveler shall not operate any assigned vehicles while under the influence of alcohol, medication, or any other intoxicant.

C. Travel by Common Carrier

The traveler shall make reservations in the most economical class available; whenever possible, the Oakland International Airport is to be used unless schedules and flights would cause substantially greater cost or time subject to compensation.

#### **IV. ALLOWANCES AND PER DIEM RATES**

A. Lodging Allowance

1. Lodging per diem is used to cover the actual costs of hotels. Original itemized receipts and statements are needed for full reimbursement of lodging expenses. The traveler is expected to stay in economical accommodations considering distance and local travel facilities to and from the business locations. Conference and government discount rates shall be used if available.
2. The traveler may also claim reimbursement for business-related telephone calls including local internet/email service and phone charges. These calls are normally itemized on the hotel bill or on the traveler's telephone statement.
3. Miscellaneous lodging expenses where no receipts are given, such as baggage handling and tips may be reimbursed at a maximum of \$10.00 per travel (round trip).
4. The traveler shall not claim lodging expenses if his/her registration or special fee includes lodging.

B. Transportation Allowance

1. Local transportation allowance is used to cover the actual cost of local transportation, such as a taxi cab or airport shuttle. Receipts are needed for full reimbursement of local transportation costs.

2. The traveler may also claim cost items where no receipts are given, such as parking meters, mass transit, bus fares, etc.
3. Vehicle rental expenses are reimbursed only if the vehicle is needed to travel between the training facility and the lodging facility, and there is no other reasonably appropriate mode of transportation.
4. Travel by private auto shall be reimbursed at the Federal rate as determined by the Internal Revenue Service. If travel begins from the traveler's residence, mileage shall be calculated from the residence or work place, whichever is less (e.g. an employee who lives in Fremont and drives to a meeting in Sacramento, leaving from his/her residence, shall be reimbursed for mileage from the Police Administration Building and back to the Police Administration Building. The mileage reimbursement rate represents full reimbursement for expenses incurred by the traveler (i.e. fuel, normal wear and tear, insurance, etc.) for the use of a personal vehicle in the course of service for the City of Oakland).

C. Meal Per Diem

1. The maximum allowable rate set in AI-120 shall be reimbursed. Receipts are not necessary when claiming the meal per diem.
2. If the registration fee or airline fare includes meals, the daily rate shall be reduced according to AI-120.
3. Breakfasts may be reimbursed only if travel consists of at least two hours in duration before the traveler's regular work hours and dinner may be reimbursed only if travel consists of at least two hours in duration after the traveler's regular work hours.
4. Meal per diem shall not be provided for travel within the City of Oakland.

## V.    **LEGAL TRAVEL**

Legal travel includes trips to extradite fugitives or return prisoners to this jurisdiction, or to respond to subpoenas from other jurisdictions.

- A.    The Department's extradition budget is appropriated to the Criminal Investigation Division (CID).

Legal travel to respond to subpoenas from other jurisdictions shall be approved in advance by a Deputy Chief or the Assistant Chief of Police and included with the extradition budget unless funded under a grant project.

- B.    The Fugitive Unit shall conduct all extraditions or the transportation of prisoners returning to this jurisdiction, unless otherwise authorized by a Deputy Chief or the Assistant Chief of Police.
- C.    The Fugitive Unit Supervisor shall advise the Bureau of Investigations Deputy Chief or the Assistant Chief of Police when the District Attorney's Office has made a request for extradition or return of a prisoner from another jurisdiction for prosecution.
- D.    Prisoner transportation expenses (including meals) shall be documented on the appropriate form for reimbursement, as appropriate.
- E.    Advance Expense Money
1.    In the event the traveler requires/requests advance expense money for legal travel, he/she shall prepare and hand-carry a Travel Request Form (TF-670) to his/her commander or the CID Commander for approval.

Circumstances may preclude the traveler from obtaining advance expense money, in which case, the traveler shall be reimbursed upon submission of the appropriate documentation on his/her return.

2.    Prior to departure, the traveler shall deliver the signed Travel Request Form to the Fiscal Services Division who shall prepare a check for the advance expense money.

- F.      Extradition travel expenses reimbursed by the State
1.      Each traveler shall submit the following documents to the Fugitive Unit Supervisor within three (3) calendar days after returning to the Department:
    - a.      A completed Travel Request Form, if not completed prior to departure;
    - b.      A completed City Travel Expense Voucher (600-037) (The Fiscal Services Division may assist in completing this form.);
    - c.      Any advanced expense money that the traveler did not spend, if provided to the traveler in advance;
    - d.      A completed copy of a State Agent Travel Expense Claim (CDC-1808); and
    - e.      A copy of all travel expense receipts.
  2.      The Fugitive Unit Supervisor shall:
    - a.      Review, approve, and sign, as required, all documentation and forward to the Fiscal Services Division within three (3) calendar days of receipt from the traveler; and
    - b.      Forward the following documentation to the Governor's Office and the California Department of Corrections (CDC), as required:
      - 1)      State Agent Travel Expense Claim (CDC 1808); and
      - 2)      Original travel expense receipts to CDC.
- G.      Legal travel expenses not reimbursed by the State
1.      Each traveler shall submit the following to the Fiscal Services Division within three (3) calendar days after returning to the Department:
    - a.      A completed Travel Request Form, if not completed prior to departure;
    - b.      Any advanced expense money that the traveler did not spend, if provided to the traveler in advance;

- c.      A completed City Travel Expense Voucher (The Fiscal Services Division may assist in completing this form.); and
  - d.      All original travel expense receipts.
2.      The Fugitive Unit Supervisor shall review, approve, and sign, as required, all documentation and forward to the Fiscal Services Division within three (3) calendar days of receipt from the traveler

**VI.    TRAINING AND CONFERENCE TRAVEL, LOCAL TRAVEL OR MISCELLANEOUS TRAVEL**

- A.      Attendance to an out-of-town Departmental training course or conference shall be announced by Special Order or Training Order, as appropriate.
- B.      The traveler must secure funding and obtain approval from:
  - 1.      His/her Unit Commander and Deputy Chief or Deputy Director for the training; or
  - 2.      A purchasing card may be used in accordance with the provisions of AI-1055<sup>1</sup>; or
  - 3.      If Training Division funds are to be utilized, the traveler or his/her commander shall consult with the Training Division Commander:
    - a.      To ensure funds are available; and
    - b.      To obtain authorization.
- C.      Attach a copy of all travel expense receipts, if available, to the Travel Request Memo (TF-796). Indicate on Travel Request Memo what charges have been made with the purchasing card.

---

<sup>1</sup> All expenses may be charged on a purchasing card with the exception of meal per diem.

- D. Attach original receipts to purchasing card statement, with a completed Travel Request Memo and City of Oakland Expense Voucher Form (600-037), to submit to the City Finance and Management Agency's Accounting Division.
- E. The traveler's training request packet must include the following documents when submitting it to the Fiscal Services Division, 30 days prior to the departure date:
  - 1. Completed Travel Request Memo<sup>2</sup>. The approving Unit Commander and Deputy Chief or Deputy Director must sign the Travel Request Memo and the traveler must submit to the Fiscal Services Division; and
  - 2. Training/conference brochure or flyer.
- F. The Fiscal Services Division shall process the Division Commander or Manager's requests to transfer funds to cover business travel expenses from the appropriate account.
- G. Upon notification, the traveler shall obtain the following from the Fiscal Services Division:
  - 1. An Expense Voucher Form to be completed before departure if advance expense money is provided;
  - 2. Advance travel expense monies, if applicable;
  - 3. Non-Department Training After Action Report Form (TF-3269); and
  - 4. A POST Training Reimbursement Request Form (POST 2-273)<sup>3</sup> to be presented to the course trainer, if applicable.
- H. Attend the training and retain all original receipts for reimbursement. Circumstances may require the traveler to pay tuition or registration fees, if not prepaid prior to travel.

---

<sup>2</sup> Include any documentation which indicates the anticipated lodging, tuition, transportation, or other costs.

<sup>3</sup> Form may be obtained at [www.post.ca.gov/Forms/2-273.pdf](http://www.post.ca.gov/Forms/2-273.pdf)

- I. The traveler shall submit all documentation to the Fiscal Services Division with five (5) calendar days after returning from the training, conference, or miscellaneous travel. This documentation shall contain the following:
  1. Original receipts;
  2. Training Certificate or equivalent;
  3. A completed and signed Expense Voucher Form, if not completed before departure (The Fiscal Services Division may assist in completing this form.);
  4. Any advanced expense money that the traveler did not spend, if provided to the traveler in advance (with cash or personal check made payable to City of Oakland).

**NOTE: Travelers that have any outstanding Expense Voucher Forms are not eligible for future advance payment; and**

  5. A completed Non-Department Training After-Action Report to be forwarded to the Training Division by Fiscal Services Division.
- J. The Training Division requires copies of all original training materials received at the training course within five days of the completion of travel. The traveler must send these materials to the Training Division to be electronically scanned. Once scanned, the materials shall be returned.
- K. Cancellation of travel requires that any advanced monies be returned to the Fiscal Services Division within five working days of the scheduled departure date. If the advanced monies are not returned within this period, the traveler shall not be approved for future travel or advance payment.

## VII. ADDITIONAL RESPONSIBILITIES

- A. Fiscal Services Division Responsibilities
  1. Legal Travel
    - a. Issue advance upon receipt of approved Travel Request or notify traveler when check is ready for pick-up;
    - b. Post check from Police Imprest Account;
    - c. Reconcile Expense Voucher Form with Travel Request; and

- d. Forward the approved Expense Voucher Form to the City Finance and Management Agency's Accounting Division.
2. Training and Conference, or Miscellaneous Travel
- a. Process City Travel Authorization Form and forward to the Training Division for approval. Upon return of approved form, forward to the City Finance and Management Agency's Accounting Division for check processing.
  - b. Notify traveler when check is ready for pick-up.
  - c. Reconcile Expense Voucher Form with Travel Request Memo and forward for approval to the Training Division.
  - d. Notify the traveler when travel expense documentation, needed to complete the Expense Voucher Form, is not received within the required five (5) calendar days.
  - e. Forward the approved Expense Voucher Form to the City Finance and Management Agency's Accounting Division.
  - f. Ensure the Division Commander or Manager's request to transfer funds to cover business travel has been processed.
  - g. Notify the Training Division of the fiscal year-end deadline for filing all outstanding travel expenses with the Finance and Management Agency's Accounting Division.
  - h. Withhold travel advance monies from the final/termination check(s) whenever a traveler has failed to submit a Expense Voucher Form.
  - i. Submit annual report to the City Administrator pursuant to Resolution No. 80777 C.M.S.

B.      Training Division

The Training Division Commander shall:

1.      Approve the Travel Request Memorandum and Travel Authorization Form prior to forwarding to the Fiscal Services Division
2.      Ensure the traveler is issued a POST Training Reimbursement Request Form to present to the vendor.
3.      Ensure Non-Department Training After Action Report Form (TF-3269) is reviewed to determine whether future travel to this training/conference is not recommended or approved.
4.      Ensure the traveler's training records and credits are maintained in the Training Management System.
5.      Ensure all outstanding Training Division travel expenses are filed with the Finance and Management Agency's Accounting Division by the fiscal year-end deadline.

By order of

Wayne G. Tucker  
Chief of Police

Date Signed: \_\_\_\_\_