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|  | SECTION: | SERVICES | SER-314 |
| | CHAPTER: | EQUIPMENT - PROCEDURES | |
| | DIRECTIVE: | TRAVEL AUTHORIZATION AND VOUCHERS | |
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314.01 SUMMARY

The following procedures will be utilized whenever an employee travels on Department business, outside of the Grand Junction area. The Chief of Police reserves the right to deviate from this policy for specific extended and advanced training such as the FBI National Academy, SMIP, Northwestern Command School etc.

314.02 GENERAL PROCEDURES

Generally for Police Department employees, there are three (3) types of travel:

Business Trips - Meetings for associations, consulting with other departments and/or businesses, etc.

Training – Attendance of training seminars, classes, courses, or other “on the job” related training meetings.

Special Investigations – Initial or follow-up of criminal investigations or administrative investigations such as internal affairs or pre-employment backgrounds requiring travel outside the Grand Junction area.

1. PREAPPROVAL – A Travel voucher must be reviewed via chain of command and approved by the appropriate Division Deputy Chief or his/her designee prior to travel. Vouchers must be completed with pre-authorization signatures **no later than** the Tuesday prior to the week of travel.

2. AFTER TRAVEL – Within 48 hours of returning, the employee will bring all required receipts to the Administrative Assistant to calculate final expenses. The employee must sign the bottom of the voucher and turn in any excess cash in the form of a check if the amount is over \$10.00. Receipts will be provided to the employee for any cash returned.

The appropriate Division Deputy Chief will review and sign all returned vouchers and all final documentation will be sent to City Finance within 5 days of return.

3. MILEAGE AND DEPARTMENT VEHICLES – When a Department vehicle is unavailable, renting a vehicle will be evaluated as opposed to paying mileage to an employee for personal vehicle use. Provided that no Department car is available and using the employee’s personal vehicle is approved, mileage may be paid up to the amount that would be spent on a rental vehicle.

**GENERAL PROCEDURES
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- Employees wanting to take their personal cars on a business trip will not be paid mileage if a Department car is available. However, the appropriate division Deputy Chief may approve fuel expenses.
- In the event an employee has reserved a Department vehicle for a trip **AND** another employee requests the use of a department vehicle for Department business (and no other Department vehicles are available) the appropriate Division Deputy Chief will decide which request/employee will be assigned a Department vehicle.

When using a Department vehicle for a trip, it should be fueled at City Shops before leaving town and refueled and cleaned prior to returning the vehicle after a trip. Purchasing fuel from a local gas station in the City is discouraged.

