

## **Travel (Except Investigation/Extradition) Reimbursement Requirements Through Fiscal Operations Division (FOD) - Revised**

Information Sheet  
Effective for Training Date On or After 9/1/14

**Please note that the policies and procedures below are subject to change at any time, generally as a result of actions taken by the Mayor, City Council, City Controller, and/or the Los Angeles Police Department (LAPD).**

Below are the updated LAPD travel guidelines as a result of new policies issued by the Controller's Office on July 9, 2014. Failure to comply with these travel requirements may prolong reimbursement time, cause the reimbursement request to be denied, or have the reimbursement **reported as additional taxable income**. It is essential that all Department employees follow these guidelines and submit required documents detailed on the checklist when submitting their Personal Expense Statements (PES) to Fiscal Operations Division (FOD) for approval.

Please refer to Training Division's updated guidelines for operational and fiscal requirements.

The following general guidelines must be adhered to request reimbursement:

- **Travel by Chief of Police or Board of Police Commissioners** requires Mayor's approval.
- **Travel to Arizona** – The City Council has continued its moratorium for ALL travel to Arizona. With the exception of Investigative or Extradition travel, any travel to Arizona requires an exemption from the City Council, prior to the travel. This includes travel where the cost to the City is only the employee's salary.
- **Intergovernmental travel to Sacramento or Washington DC** – If an employee is traveling to either Sacramento or Washington DC for the purpose of participating in City advocacy, he or she must **receive prior approval** from the Mayor's Office ([Alma.Lopez@lacity.org](mailto:Alma.Lopez@lacity.org)).

If the purpose of the travel to Sacramento or Washington DC is for something other than City advocacy, the employee must **only notify** the Mayor's Office ([Alma.Lopez@lacity.org](mailto:Alma.Lopez@lacity.org)), the Chief Legislative Analyst ([Sharon.Tso@lacity.org](mailto:Sharon.Tso@lacity.org)), and the Chair of the Intergovernmental Relations Committee ([Andrew.Westall@lacity.org](mailto:Andrew.Westall@lacity.org)).

**NOTE: Fiscal Operations Division requires proof of prior notification sent to said offices.**

- **All Travel outside of California for purposes of conducting official City business** with any other government entity, commission, agency or department also requires Mayor's approval.

- **Per Diem on Lodging and Meals: the Department no longer provides daily Meals & Incidental (M&IE) at a flat rate of \$60.00 per day.** Instead, the City is using the federal destination per diem rates (for the month of travel) as the maximum rates for reimbursements on lodging and M&IE. FOD prepared a “Maximum Reimbursable Lodging, M&IE Sheet by month and by City” to assist travelers:  
<http://pdinfoweb/files/DivsSects/FOD/LodgingRates.pdf>
- **No Per Diem Meal or any fraction thereof, is allowable unless an overnight stay is required and incurred for the trip.**
- The reference web sites are as follows:

**Federal Destination Per Diem rates (for month of travel) are listed at:**

For travel within the Continental US (taxes are not yet included)

[www.gsa.gov](http://www.gsa.gov)

For travel outside Continental US such as Hawaii and Alaska (taxes not included)

[www.defensetravel.dod.mil/site/perdiemCal.cfm](http://www.defensetravel.dod.mil/site/perdiemCal.cfm)

For travel to foreign countries (taxes are already included)

[www.gsa.gov](http://www.gsa.gov) and follow the links to Per Diem Rates and then “Visit State Dept Site” All receipts are required for foreign travel.

Additional relevant information that relates to lodging, meals & incidentals:

- A) Travel reimbursements will be made only if the destination is farther than 50 miles both from an individual’s primary residence and work location. If the traveler has an acceptable exception to the 50-mile rule with pre-approved lodging, daily meal allowances are capped at 75% of applicable federal per diem rates.
- B) Lodging is generally based on single occupancy standard rooms when allowed by funding source. *A receipt is required with hotel folio indicating zero balance on hotel letterhead.*

Lodging – is limited to actual dates of the meeting/conference/training.

- Actual taxes paid on lodging are separately reimbursable in addition to the Federal Per Diem Rate.
- Out-of-state travelers may arrive the night before regardless of the meeting time next day.
- In-state travelers who meet the 50 mile rule may arrive the evening prior to the event if the next-day meeting is so early as to constitute hardship for a same-day arrival.
- Additionally, this same traveler may stay an additional night if the event or related work end too late to catch the last flight out, or if the Commanding Officer, Fiscal Operations Division determines that extra stay is in the City’s best interests.

C) Meals and Incidentals (M&IE)

- When qualified, a full day's meal will be reimbursed at the federal per diem amount for the destination. A receipt is not required.
  - On travel days, regardless of departure and arrival times, 75% of the daily M&IE will be reimbursed.
  - If one or two meals are included with either the lodging or the event attended, the employee may be reimbursed for the rest of the day's meals for up to 75% of the allowable Federal Per Diem rate. However, due to the LA Admin Code requirements, if only a single meal is due to the traveler, any claim of \$25 or higher requires submission of an original receipt.
  - If three meals are provided by the event or hotel, no additional per diem allowance or amount will be paid. The complimentary hotel breakfast is no longer counted as a provided meal, and so the per diem allowance will not be reduced. No transportation costs to procure meals will be reimbursed.
- **The PES requires approval** of the Commanding Officer, his or her designee, or an authorized supervisor who is at least one rank higher than the traveler. The serial number of the approving officer is required to be noted properly next to his or her signature.
  - **Travelers must use the City-contracted vendor** – Cal TravelStore, to the extent possible. Airfare needs to be the lowest fare available for the entire trip. Usually, this means non-refundable economy class, no first class, business or business select class. If the employee fails to select the lowest costs of transportation, he or she will be held financially responsible for the additional cost.
  - **Travelers may use other travel service providers** if they are willing to use their personal credit card for payment, and must provide a printout of the TravelStore rates as a proof that the airfare is equal or lower to TravelStore rates at the time of the booking.
  - **Travelers should select an arrival/departure airport closest to the destination** unless flights are not available or airfare is more expensive than additional ground transportation costs.
  - **Travelers must use the lowest-cost public ground transportation**, such as shuttle service, in transit to and from airport or hotel.
  - **The City will only reimburse for one (1) piece of baggage.** If there is an extraordinary situation, a justification to the Commanding Officer of FOD is required.

- **Alternate Mode of Transportation** (other than airline travel)

The use of a private automobile must be pre-authorized by Chief of Police. The traveler needs to obtain a satisfactory policy of public liability insurance. The Chief of Police must certify that the traveler has a valid driver's license and has complied with LAAC Section 4.232.

Reimbursement will be at the lower of actual cost of alternate mode of transportation (including incidental costs such as parking fees) or the cost allowable under a regularly scheduled airline.

A cost comparison is required unless the destination is in an adjacent county of Los Angeles, including Orange, Riverside, San Bernardino, Ventura, and Kern.

- **Interrupted and Indirect Travel**

When there is an interruption or deviation from the direct travel route due to personal reasons, reimbursable expenses will not exceed those incurred for uninterrupted travel utilizing the usual route. The traveler must provide a quote from the TravelStore obtained at the time of reservation showing the cost of the most economical direct travel for the dates of official business. The quote will be used for comparison and reimbursement purposes. The personal portion of travel expenses will be adjusted so that only the City Travel portion will be reimbursed.

- **Airport Parking**

This is not allowed; however, Training Division and specific funding authority can approve on a case-by-case basis. Parking rate must be the lowest available. A receipt is required for reimbursement.

- **Ground Transportation**

A receipt is required for reimbursement. Tips for drivers of taxis and shuttles are reimbursable for up to 15% of the fare if such is reflected on the receipt. Travelers should take advantage of free or courtesy shuttle services. The least expensive and most practical form of public transportation shall be used taking into consideration factors such as time, availability and personal safety or health.

- **Gratuities**

Gratuities such as tips to wait staff, porters, bell hops, housekeeping, and to other services personnel are *already included in the M&IE rate and will not be separately reimbursed*. However, travelers who are not requesting meal reimbursement may be separately reimbursed for tips. The maximum reimbursable tip to wait staff and taxi drivers is 15%.

- **Automobile Rental (at the destination)**

Auto rental is allowable if pre-approved by Training Division or the funding authority, and is less expensive and more appropriate than a taxi or shuttle bus. A cost comparison of auto rental (including incidental costs) is required. Receipts are required for reimbursement. There is no insurance cost reimbursement as the City is self-insured.

- **Advances**

Ninety percent (90%) of estimated travel costs, excluding airfare, may be requested in advance when the total expenses are at least \$500 based on the approved Travel Authority. A Form 15.2 conveying financial hardship and approved by the COP is required to be submitted to FOD three weeks before departure. Likewise, advanced tuition or registration payment can be requested with a Form 15.2 submitted to FOD three weeks in advance of departure.

- **Outstanding Advances**

Travel advances outstanding over 120 days (not supported by a PES and complete documentation) will be reported as taxable employee income in the quarter following the 120<sup>th</sup> day. It is the employee's responsibility that this deadline is adhered to.

**Reminders:**

- For travel funded by the Revolving Training Fund, please obtain prior approval from Training Division before requesting reimbursement for an expense that was not on the original Travel Authority.
- Prior to submission of your PES to FOD, obtain a Revised Request for Travel Authority (RTA) if your airfare budget is exceeded by \$150 and when other travel costs in total exceed the budget by \$75.
- Non-Reimbursable Travel Costs  
Examples of non-reimbursable costs: auto repairs, parking violations or traffic tickets, travel insurance, personal telephone calls, fuel expenses for personal and city vehicles.
- Mileage reimbursement rate for 2014 is \$0.56, based on the IR-2013-95 issued by the IRS.
- **Due to the Department's operational objectives, specific LAPD travel policies may be more restrictive than the Controller's City-wide travel rules.**

**CHECKLIST OF  
SUPPORTING DOCUMENTS THAT MUST BE SUBMITTED ALONG WITH THE  
PERSONAL EXPENSE STATEMENT**

- Personal Expense Statement, with expenses itemized daily, must be signed by the traveler and Commanding Officer (or Designee) with his/her serial number noted. The designee must be at least 1 rank higher than the traveler.
- Airfare Itinerary and fare comparisons for trip deviations, if applicable. Itinerary is also required even if travel costs are fully funded by outside sources.
- Hotel/Lodging Folio – Itemized with a “zero balance” on hotel letterhead. . The maximum lodging rate is located at <http://pdinfoweb/files/DivsSects/FOD/forms/PerDiem.pdf>
- Tuition/Registration Receipt - Proof of payment is required including copy of credit card statement, or copy of canceled check front and back. Redact all the personal information on the credit card statement except the last four digits of account number and the card holder’s name.
- Travelers must select lodging that is within the allowable Federal per diem rates. If hotel rates exceed Federal allowable amounts, provide a justification 15.2 to the Commanding Officer of FOD for the approval of the excess cost.
- Agenda/Flyer/Brochure/Letter of Invitation and Fee Schedule – If a meal(s) is provided the per diem will be reduced regardless of whether meals were availed or not.
- Original Receipts – All receipts for parking, baggage, taxi, shuttle, etc. must be original.
- Certificate of Training or Benefit Statement
- Mayor’s Exemption/Notification or Council exemption (Travel to Arizona, Washington D.C. and Sacramento)
- Approved Request for Travel Authority (RTA)
- For use of private vehicle, provide the following:
  - 15.2 justifying use of private vehicle,
  - Copy of Insurance in compliance with LAAC Section 4.232,
  - Copy of valid Driver’s License,
  - 3 map printouts indicating mileage from a) work site to travel destination, b) home to travel destination, and, c) home to work location to calculate reimbursable mileage.
- For use of car rental, provide the following:
  - 15.2 indicating approval for use of car rental,

- Training agenda and flyer or brochure,
- Cost comparison from two car rental companies quotes, taxi or shuttle costs, as applicable,
- Copy of applicable RTA approved by Training Division.

For Advance Funding for PER DIEM only

- Approved RTA
- **15.2 Request for Advance Funding, approved by Chief of Police**
- Estimate or quotation for lodging expense
- Flight schedule
- Training Agenda / Flyer / Brochure

Advance Tuition Request

- Approved RTA
- **15.2 requesting advance payment of tuition**
- Vendor Invoice or Fee Schedule
- Completed W9 from Vendor
- List of Attendees
- Training Agenda / Flyer / Brochure