

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 33.9

TRAVEL EXPENSE REPORT

ISSUED APRIL 2006

33.9.1 Voluntary POST Reimbursed Training

Resident Trainees:

MAXIMUM DAILY ALLOWANCE for lodging and meals (including tips) is established by POST. Consult Department training personnel for current daily allowance.

MAXIMUM DAILY ALLOWANCE is established by POST. Consult Department training personnel for current meal allowance. Tips are authorized; however, they may not exceed 15% of the costs of meals.

TOTAL DAILY REIMBURSEMENT for lodging, meals, and tips shall not exceed POST maximum daily allowance or actual expenses (whichever is the lesser amount).

Example #1:

If POST daily allowance is \$92.00 per day and actual lodging expenses are \$65.00 per day, the difference between \$92.00 and \$65.00, or \$27.00, is the maximum reimbursable expense for all meals, including tips.

Example #2:

If POST allowance is \$92.00 per day and POST meal allowance is \$28.00 per day, and actual lodging expenses are \$50.00 per day, then the following computation applies for maximum reimbursement:

\$50.00 lodging
\$28.00 meals
\$ 4.20 15% of cost of meals for tips
\$82.20 maximum daily reimbursement

Commuter Trainees:

A meal allowance for officers commuting to and from an out-of-city class is established by POST. Consult Department training personnel for the current allowance.

33.9.2 Classes Mandated by Law

Resident Trainee:

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The cost of lodging plus the maximum daily meal allowance and tips not exceeding 15% of the cost of meals are all reimbursable expenses. The maximum daily meal allowance is established by POST. Consult Department training personnel for current allowance.

Example #1:

If the cost of lodging is \$65.00 per day and maximum meal allowance is \$41.00 per day, the following computation applies:

\$ 65.00 lodging
\$ 41.00 meals
\$ 6.15 tips
\$112.15 reimbursable expenses

In example #1 the maximum daily reimbursement for lodging, meals, and tips would be \$112.15 or actual expenses (whichever is the lesser amount).

Example #2:

Cost of lodging is \$50.00 per day and the cost of meals is \$28.00, the following computation applies:

\$50.00 lodging
\$28.00 meals
\$ 4.20 tips
\$82.20 reimbursable expenses

In example #2 the maximum daily reimbursement for lodging, meals, and tips would be \$82.20 or actual expenses (whichever is the lesser amount).

Conference / Seminar / Non-POST Funded Training:

The general guidelines for travel expenses are consistent with voluntary POST reimbursed training; however, City Resolution 6076 and [CMD 28](#) should be reviewed for current allowances. Check with the Training Sergeant for current allowances.

33.9.3 Preparation of Travel Expense Report

General

For reference, daily allowances, meal allowances, and mileage allowances will be entered at the top of the Report of Expenditures Form.

Completed report of expenses shall be submitted within 7 days after the trip to the Training Sergeant.

Receipts are required for all expenditures. If receipts are not available, a written explanation is required. This may be a handwritten note indicating the date, name of the restaurant, the total expenses, and the fact that no receipt was obtained.

There are no specific limits for breakfast, lunch, or dinner, if the employee is eligible for three meals during a day. There is, however, the daily maximum meal allowance previously mentioned. If not eligible for all three meals, then the employee is entitled to the maximum amount per meal.

Miscellaneous expenses for gas, tolls, car rental, tire repair, required supplies, etc., are allowable expenditures in excess of POST daily allowances.

Report of Expenditures:

Dates

If you arrive the night before the class begins, such as on Sunday evening, this date should be your first entry for lodging. You may not have any entries for meals this date although meals during travel time or for an early arrival is an authorized expense.

Balancing

Report of Expenditures must be added vertically and horizontally and actual totals on the lower right hand side must coincide both vertically and horizontally.

Allowed

Do not make any entries in "Allowed" horizontal row and do not add either horizontally or vertically any entries in "Allowed" row/column.

After you submit your Expense Report, it will be reviewed and final computations will be made. Therefore, do not make any entries in Daily Totals: Allowed.

You will be advised of:

- The amount necessary to reimburse the City, or
- The amount to be reimbursed to you.

33.9.4 Mileage Allowance

Consult Department training personnel for current allowance per mile for use of your private automobile. Procedure: Compute total mileage, multiply times the allowance per mile and enter the total at the designated location.

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Note: You cannot receive both a mileage allowance and expenses for gas and oil, etc., as the mileage allowance includes expenses for gas, etc.

33.9.5 Meal Policy for Emergency and Overtime

It is City Policy that sworn Police personnel are excluded from the City meal policy for Emergency and Overtime work as outlined in [CMD #15](#). Under certain conditions, however, such employees may be supplied with a meal at City expense.

Procedure:

General

On-site food and beverages supplied are intended to be nutritious and palatable, however, such meals will usually be of the “fast food” variety and not necessarily intended to be a reasonable substitute for a meal normally consumed at home.

Eligibility

On long and arduous assignments where it is impractical to release the employee for meal consumption within a reasonable time frame, meals may be supplied to the officer(s) at the work site. Such meals will be supplied at the sole discretion of the ranking officer on duty subject to the approval of the Police Chief or his designated representative. Such meals are not to be supplied if the officer(s) has an opportunity to consume a self-provided meal or avail themselves of a commercial eating establishment. Such meals will be at the employee’s expense; however, the time necessary to consume the meal, during duty hours when the work is to continue, will be on City paid time up to a maximum of 1/2 hour.