

TPD: Travel and Expense Reimbursement Policy

Introduction This describes the laboratory travel and expense reimbursement policy.

IMPORTANT: Failure to following this policy may result in the denial of travel or reimbursement of travel expenses.

**Training/
conference
request** A *Training/Conference Request* form must be completed for all travel whether it is reimbursed by Sacramento County, paid by another source (FBI training, for example), or provided at no charge.

The completed *Training/Conference Request* form must be reviewed and signed by the supervising criminalist and the supervisor should forward the request to the ASO to review the costs before submitting it to the laboratory director & final approval. All registration documents must be completed and submitted with the *Training/Conference Request*.

NOTE: The *Training/Conference Request* form also provides a business record of approved off-site, on-duty training in the event of an accident or injury while in training.

**Registration
submission and
fees** The *Training/Conference Request* form with registration documents should be submitted well in advance of training in order for the laboratory to take advantage of any discounted registration fees.

Sacramento County requires three to five weeks to provide checks for payment to professional associations that do not accept the laboratory's credit card.

**Vendor paid
travel** A *Training/Conference Request* form must be submitted for approval even if a non-Sacramento County agency is paying for travel and training.

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Travel expense allotment A travel expense allotment will be applied to each employee's *Training/Conference Request* and is noted on the approved form as follows:

TOTAL AMOUNT NOT TO EXCEED \$ _____ INITIALS _____

The employee is responsible for travel costs that exceed the travel allotment.

Meal expenses **IMPORTANT: You will not be reimbursed for meals without a meal record!**

Travelers must provide a record for all meals purchased during approved travel. The meal record must include

- an itemized meal receipt
- name and location of the establishment where the meal took place
- exact expense amount
- date expense occurred
- specific business trip

Note the following:

- alcoholic beverages are not reimbursable
 - credit card receipts are not acceptable
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Travel advances Travel advances are no longer made except in cases of employee hardship. The Laboratory Director must approve hardship travel advances before a travel request is submitted.

Travel by vehicle Travel out of the county in county vehicles is the preferred mode of travel after common carrier. Laboratory Director approval is required when the traveler chooses to use a private vehicle.

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**Process for
Travel
arrangements**

This is a process summary for travel arrangements.

Stage	Who	Description
1	Employee	completes <i>Training/Conference Request</i> and submits to Administrative Services Officer (ASO) at least 5 weeks prior to travel.
2	Administrative Services Officer	makes copy of request and forwards to Laboratory Director for final authority.
3	Laboratory Director	approves <i>Training/Conference Request</i> form and forwards to the ASO for processing.
4	Administrative Services Officer	assigns a travel number and forwards the travel form to the traveler for signature.
5	Administrative Services Officer	pays registration.
6	Administrative Services Officer	makes airline reservations, if required, through the county-approved travel agency (see the Administrative Services Officer for information).
7	Administrative Services Officer	reserves a rental car, if required, through the county-approved travel agency.
8	Employee	makes hotel reservations, using a personal credit card for confirmation.
9	Employee	submits receipts obtained during travel to the ASO within 10 days of completion of travel. NOTE: Itemized meal receipts must be provided (see above).
10	Administrative Services Officer	processes receipts for reimbursement through the County Auditor following county guidelines.

Note: Travel costs will not be reimbursed unless a *training evaluation* and certificate (if applicable) are submitted to the PDC. A copy of the training evaluation and certificate must be included with the travel reimbursement claim.