



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 1 - Administrative	PAGE: 1 of 5	NUMBER: 1.03.06
SUBJECT: TRAVEL AND TRAINING REQUESTS			
CHIEF:			

Substantive changes are italicized

PURPOSE: To provide guidelines for members who request the city pay or reimburse expenses for certain law enforcement related travel and training *attended* as a tour of duty.

POLICY: *It is the policy of the Cleveland Division of Police* to review and make recommendations on all travel and training requests.

PROCEDURES:

I. General Guidelines

- A. Commanders may *recommend* approval for “no cost” travel and training that is not OPOTA or HIDTA at their discretion (*See Section III. G. 3. a.*).
- B. The Travel and Training Review Committee, comprised of the Division’s Deputy Chiefs, shall review and make recommendations on all requests *that are OPOTA or HIDTA courses and/or have a cost.*
- C. The Mayor or their designee is the final authority for all travel and travel requests involving an expenditure of City funds.

II. Requests for Travel and/or Training

- A. Travel/training requests shall be submitted *at least eight weeks* before the event to provide sufficient time for obtaining approvals and processing the request.
 - 1. Submitting a travel/training request within the eight week requirement does not guarantee approval.
 - 2. Any deviation from *the eight week* requirement, such as when opportunities present themselves on short notice, requires unanimous approval of the Travel and Training Committee.
 - 3. Approval from the Travel and Training Committee does not guarantee that the City will approve the request.
- B. Only members on *full* duty status may engage in travel and training that incurs an expense to the City and any “no cost” travel and training as a tour of duty.

III. *Member Responsibilities*

PAGE: 2 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
-----------------	--	--------------------

- A. Members who request to attend seminars, conferences, special courses, or certain special events on duty shall *submit an individual Travel and Training request through the Division's tracking software* and shall include:
1. Contact number, city email, and date of appointment.
 2. Title of the course, objective, location, and cost.
 3. An official brochure, letter *on official letterhead*, or webpage describing the course and associated expenses *attached to the entry*.
 4. An explanation of how attendance will benefit the Division.
 5. Length of absence from regular duties.
 6. Expenses the *member* is requesting the City to reimburse.
 7. If requesting a City vehicle, list the vehicle identifiers.
 8. Statement waiving overtime compensation incurred for any reason.
 9. Members shall not accrue benefits in airline or hotel frequent traveler programs as a result of City-paid travel.
 10. *Specifying if the invoice needs to be paid up front by contacting the Budget Unit at CPDBudget@clevelandohio.gov.*
- B. Members shall complete an Anticipated Travel Expense Report (ATER) (Attachment) and attach it to *the entry*.
1. The ATER shall indicate the maximum expense anticipated for the travel/training.
 2. *All anticipated expenses shall be documented on the ATER. If not in the initial request, the member will not be reimbursed.*
 3. Members may contact the Budget Unit for assistance in completing the ATER.
- C. All requests, including no-cost Ohio Peace Officer Training Academy (OPOTA) and High Intensity Drug Trafficking Area (HIDTA) training, *shall be forwarded through the member's chain of command*.
1. *Commanders shall forward their recommendation with the request to the "TAcademy" Group Inbox for compliance requirements.*
 2. *The Training Section shall forward the request with a recommendation to the member's Deputy Chief.*

PAGE: 3 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
-----------------	--	--------------------

3. Deputy Chiefs shall review and forward approved recommendations to the Travel and Training Committee for consideration.
 4. This process ensures that training requests and approvals are properly documented.
- D. Upon approval by the Travel and Training Committee:
1. The request shall be forwarded to the Chief's Office for final approval.
 2. Approved requests shall be forwarded to the Budget Unit for processing.
- E. OPOTA courses require *online registration*.
1. *Members shall self-enroll for OPOTA courses. Members who do not receive approval or are unable to attend are responsible for canceling at least four business days before the start of the course, or they will be responsible for any charges or fees incurred.*
 2. This requirement applies in **all** circumstances, regardless of whether the member is attending on-duty or off-duty, is paying for the course with personal funds, or requesting the City to cover expenses.
- F. *Any courses that require a registration fee where the member cannot attend for any reason (e.g., denial from the Travel and Training committee, conflict in schedule, etc.) shall require the individual member to contact the organization to cancel their registration. Members who do not properly cancel during the organization's grace period shall be liable for the cost of the fees.*
- G. No-cost travel and training as a tour of duty (non-OPOTA and non-HIDTA):
1. No-cost travel and training is any planned absence from duty that is law enforcement related for which a member wishes to attend as a tour of duty.
 2. Members who engage in no-cost travel and training as a tour of duty are required to *complete an entry in the Division's tracking software* detailing the nature of the travel and training, the purpose of attendance, length of absence, and a statement waiving any overtime.
 3. *A member's commander may recommend approval for no-cost travel and training requests.*
 - a. *Commanders shall ensure that the requested law enforcement-related training directly applies to the member's official duties.*
 - b. *Commanders shall forward the request through the Division's tracking software to the "TAcademy" Group Inbox for compliance requirements. After review, the Training Section shall forward the request, with a recommendation, to the requesting member's respective Deputy Chief.*

PAGE: 4 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
-----------------	--	--------------------

- H. *Approved travel and training requests that incur expenses shall be forwarded back to the requesting member in the Division's tracking software by the Budget Unit.*
1. *The request shall stay in the member's "Pending My Review" folder until the member uploads all related documentation after completing the course (e.g., certificates, receipts, travel expense reports).*
 2. *After completing the training, members shall forward the entry to "CPDTravelandTrain" in the tracking software with all required documentation within seven days.*
1. *Denied travel and training requests*
1. *If at any point in the process a member's request is denied, that member shall be notified by the denying reviewer.*
 2. *The member shall be responsible for contacting the organization to cancel their registration before the organization's required cancelation date.*

IV. Travel and Training Expenses

- A. Expenditures are reimbursed on actual cost and will not exceed the total amount authorized on the ATER request.
- B. Allowable expenses.
1. *All arrangements for lodging while on duty-related travel shall be made through the City's authorized travel agency, unless room rates have already been negotiated through an event being attended.*
 - a. *Members shall visit the official U.S. General Services Administration web site for current lodging and per diem rates to adhere with the City of Cleveland Travel and Training Policy (12/11/2023): <https://www.gsa.gov/travel/plan-book/per-diem-rates>. These rates shall be included in the initial submission of the Anticipated Travel Expense Report (ATER).*
 - b. *Actual expense is not to exceed the lowest single room rate at government rates where available.*
 - c. *All lodging fees must be supported by itemized original receipts.*
 - d. *Members are responsible for booking and payment of room reservations through the authorized travel agency.*
 - e. *Members will be reimbursed for lodging expenditures.*
 - f. *Members may obtain a tax-exemption certificate from the Budget Unit.*

PAGE: 5 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
-----------------	--	--------------------

2. Transportation costs shall not exceed the lowest available airfare cost regardless of the mode of transportation; all air travel shall be booked through the City's authorized travel agency, except when a pre-negotiated airfare, in connection with an event (e.g., conventions, conferences, etc.), would result in a lower cost to the City.
 3. If automobile travel is the most efficient method of travel, a City vehicle *shall be requested and* may be approved for use if available.
 4. A private auto may be used if a City vehicle is unavailable.
 - a. Mileage reimbursement shall be based on the member's collective bargaining agreement.
 - b. Reimbursement is limited to one driver; two or more members traveling to the same destination are expected to carpool.
 - c. Mileage reimbursement shall not be given to attend classes at the OPOTA Richfield facility.
 - d. *Members shall use the Cleveland Division of Police Headquarters (1300 Ontario Street, Cleveland, Ohio 44113) as the starting point of travel to calculate mileage reimbursement.*
 - e. The City does not provide insurance coverage for privately owned vehicles.
 5. The maximum allowance for meals shall *be set by the Budget Unit according to the current City reimbursable rate. Contact the Budget Unit for clarification based on the location of travel.*
 - a. The allowance may be higher for certain high-cost metropolitan areas; members shall contact the Budget Unit for a complete list of such areas.
 - b. Allowances are subject to change.
 6. Registration, tuition, materials, and supplies are paid directly to the training organization unless otherwise indicated in the member's request.
 7. Other expenses (e.g., bus/taxi fare, *rideshare*, parking, tolls, etc.) shall be reimbursed only if accompanied by the receipt (*e.g., scanned copy*).
- C. Prohibited expenses.
1. The City will not reimburse optional airline travel insurance.

PAGE: 6 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
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2. Optional rental car company insurance and optional gas refill will not be reimbursed.
3. No allowance for lodging expenses may be claimed if the destination is within 60 miles of the member's residence.
4. The following lodging related expenses are not reimbursable:
 - a. A guaranteed reservation charge accrued due to member error.
 - b. Incidental non-business expenses (i.e., pay per view movies, laundry, valet service, etc.).
 - c. Accommodations for spouses or family members.

D. Accounting for Expenses

1. Members shall *attach* a Travel Expense Report (Attachment) *to their pending entry in the Division's tracking software and forward it to the Budget Unit ("CPDTravelandTrain")* within seven business days of completing their authorized travel and training; failure to submit an expense report in a timely manner shall result in a denial of reimbursement.
 - a. *When multiple members are attending the same event, each member shall submit individual itemized documentation.*
 - b. The report shall list all expenses, including airfare, registration, and/or lodging, that the City may have prepaid and, when applicable, cash advances.
 - c. *Receipts must be legible, itemized, and have sufficient detail (including tips, if applicable) to be eligible for reimbursement.*
 - d. A credit card statement is unacceptable as a receipt.
 - e. A copy of the *email from the airline* and itinerary shall be attached to the Travel Expense Report.
 - f. *The member shall sign the Travel Expense Report. The report and required documentation (e.g. certificates, diplomas, or proof of attendance) shall be attached to the travel and training request in the Division's tracking software.*
2. Members owing money to the City shall forward reimbursement to the Budget Unit.
 - a. Money orders payable to the City of Cleveland are the only acceptable form of payment.

PAGE: 7 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
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- b. If the City owes money to the member, the Budget Unit shall process the necessary paperwork to reimburse the member.
 3. The Budget Unit shall forward the original Travel Expense Report with attachments to the *Chief* Director of Public Safety and shall retain a copy of all information forwarded.

V. Training Documentation

- A. *In addition to forwarding a copy of the training documents in the Division's tracking software, members shall upload the documents (e.g., certificates, diplomas, or proof of attendance) to the Learning Management System (LMS); to upload documentation, members shall select the "Self-Assign" tab, "Training - Offsite Training," and fill in the blanks.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

PAGE: 8 of 7	SUBJECT: TRAVEL AND TRAINING REQUESTS	NUMBER: 1.03.06
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DAT/DF/MM/js/arg

Policy Unit

Attachments

Revised xx/xx/24; Replaced 12/24/13