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Department Sponsored Travel	200 – 8		07-01-2019	1 of 1
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish an administrative procedure to be used concerning official duty travel by authorized departmental personnel.

II. DEFINITIONS

N/A

III. POLICY

- A. Any employee wishing to attend training to be sponsored by the department, must complete the Training Request Form for approval. This form must be submitted when possible three weeks prior to the final date of registration. The employee will be notified of the disposition of the request within seven working days. Any variations from this submitting requirement must have the approval of the appropriate Major.
- B. Personnel authorized to travel on official duty, whether in-state or out-of state, will complete the Travel Request Form. The Travel Request Form will be submitted for administrative review no later than five (5) working days prior to the scheduled trip departure date.
- C. Upon return from each trip, personnel will prepare a brief, but well structured, summary of the trip content and submit it to the Training Section within five (5) working days after returning.
- D. The Department will pay all lodging costs at the host facility or next closest facility available. It is assumed that an individual will obtain the most reasonable accommodations that are available. If a spouse accompanies a Department employee, the Department may, at its discretion, pay for lodging based on a double room rate.
- E. The Department will pay for employee meals that are on approved official business at the rate set by the City at the time of the travel. In cases where meals exceed City approved rates, employees seeking reimbursement will forward a memorandum, along with all related meal receipts, through the chain of command, to the Chief of Police.
- F. A travel advance may be issued provided a check request form has been completed and submitted through the City's normal check writing channels. Funds except for meals not used on the trip must be returned with the travel expense report. The check for travel advance will be made out to the requesting individual, who will be responsible for cashing the check. In those instances where more than one employee is traveling, the Training Section will ensure that the monies are distributed equally.