

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number FIS-003
	Subject Travel – Requests and Reimbursements	
	Special Instructions Replaces FIS-003 dated August 17, 2011	Effective Date January 15, 2015

I. **PURPOSE**

Establish guidelines for Department personnel to request travel authorization and claim reimbursement for travel and other related expenses.

II. **POLICY**

Department personnel shall obtain proper authorization prior to initiating any official travel. All claims for reimbursement shall be submitted on the appropriate forms. Reimbursement for allowable travel expenses shall be supported with original receipts for individual claims.

III. **PROCEDURE**

A. **Official station**

For travel purposes, the official station of an employee shall be the location of their permanent office or their home if the employee does not normally report to an office.

Examples:

1. Personnel assigned to general headquarters (GHQ) who do not regularly report there = home.
2. Personnel assigned to GHQ and who report there daily = GHQ.
3. District investigative commanders, district commander staff, area commanders, and area investigative commanders = district office.

B. **Requests for travel authority**

1. Authorization for In-State Travel shall be typed on the appropriate form: [State Form #40097 \(Rev 12/84\)](#) and forwarded, through channels, to the appropriate commander. Authorization for Out-of-State Travel shall be typed on the appropriate form: [State Form #823 \(R R10/ 3-11\)](#) forwarded, through channels, to the appropriate assistant chief of staff.

a. The Assistant Chief of Staff Fiscal or the Fiscal Section Director shall sign Block 28 ([State Form #823](#)) for out-of-state travel requests or the appropriate commander shall sign above Block 14 ([State Form #40097](#)) for in-state travel requests. The assistant chief of staff or commander reviewing the request shall include a notation of either approval or disapproval.

b. All routine requests for out-of-state travel shall be submitted for the Superintendent's approval at least 30 days prior to scheduled departure.

2. Employees may take accrued time off in conjunction with authorized travel; however, the total amount of accrued time off shall not exceed the total number of days used as official business (to include Saturday and Sunday). Example: If four (4) days are spent on official business then no more than four (4) additional days of accrued time off may be taken in conjunction with the trip. Accrued time may be taken at either the beginning of or at the end of the official business however it must be taken consecutively and shall not be divided.

3. Emergency/urgent out-of-state travel.

a. Unplanned, urgent travel, less than 12 hours in duration, may be approved for personnel under their command by area commanders, division commanders, or section officers in charge.

b. Unplanned, urgent travel, requiring monetary reimbursement and exceeding 12 hours in duration, must be approved prior to travel by the Superintendent, Chief of Staff, or an assistant chief of staff.

(1) Commanders and section officers in charge shall first request verbal approval.

(2) A copy of the written approval and completed request for travel ([State Form #823](#) or [Stock #40097](#)) shall be immediately forwarded, through channels, to the appropriate assistant chief of staff for delivery to the Director of the Fiscal Section.

4. Use of commercial transportation or privately owned vehicle.

a. A state owned commission shall be used rather than a privately owned vehicle, whenever available and practical.

b. Mileage reimbursement for use of a personally owned vehicle shall not be paid without prior written approval on the request for travel ([State Form #823](#) or [Stock #40097](#)).

c. Car rentals must have prior approval from the Indiana Department of Administration (IDOA). Additional insurance is not required as collision and liability insurance is automatically applied to the vehicle through the vendor.

d. Privately owned vehicles must comply with insurance coverage requirements ([IC 9-25-4-1](#)).

C. Requests for travel reimbursement

1. All requests for reimbursement of expenses incidental to travel must be initiated on a typed Travel Voucher ([State Form #- 980 R6 /10-13](#)) and be supported by an approved request for travel ([State Form #823](#) or [Stock #40097](#)) . The Travel Voucher ([State Form #980](#)) shall be submitted to the Fiscal Section Travel Administrator.

2. All reimbursement requests shall be supported by original receipts. If it is not possible to submit original receipts, a Missing Receipt Form ([State Form# 42275 R/9-18](#)) shall be

completed. The missing receipt form shall be signed by the employee (Traveler), the employee's immediate supervisor and submitted with the travel voucher.

3. Whenever possible, two (2) employees traveling together shall share the same room. Each person shall be responsible for their own expenses.(if one person is paying for the full cost of the room, it must be noted on the [State Form #823](#) or [Stock #40097](#) prior to travel) Lodging (Motel) receipts must be in the traveler's name (not the person booking the room) and show the single occupancy government rate. Each traveler must have their own original receipt. Individual billings shall be required before reimbursement. Credit card receipts cannot be accepted as a lodging invoice.

4. Employees who are provided lodging at no charge shall forward a memo or e-mail, through channels, to the Fiscal Section. .

5. When lodging charges include occupancy by a non-department employee (e.g., employee's spouse), the single room rate shall be reimbursed.

6. No employee is entitled to a subsistence allowance when working 50 miles or less from their official work station. Employees may be exempted from this requirement in situations that are specifically authorized by the Superintendent and approved by IDOA.

7. Per diem

a. Missed meals that do not involve official travel are not eligible for reimbursement. All meals provided by a third (3rd) party must be noted on the travel voucher.

b. An employee on official travel for at least 12 hours, and which includes overnight lodging, shall be entitled to either a \$26.00, in state or \$32.00, out of state meal allowance. Employees must be lodged overnight in order to receive per diem reimbursement.

c. Per Diem for travel over one day in duration may not exceed \$26.00, in state or \$32.00, out of state, for each day.

d. Employees preparing for travel outside the country should go to [Financial Management Circular](#) for expense and meal allowance information.

8. Tolls for roads and bridges located outside Indiana are reimbursable if the travel is performed in a state-owned or personal vehicle and out-of-state travel has been approved. Original receipts must be submitted with the claim for reimbursement. If it is not possible to submit original receipts, a Missing Receipt Form ([State Form# 42275 R/9-18](#)) shall be completed. The missing receipt form shall be signed by the employee (Traveler), the employee's immediate supervisor and submitted with the travel voucher.

9. Mileage for use of a personally owned vehicle.

a. Mileage reimbursement shall not be authorized, without prior written approval, contained on the request for travel ([State Form #823](#) or [Stock #40097](#)).

b. Authorized mileage reimbursement shall be paid according to the mileage rates published in Appendix A and only for the distance actually traveled or the distance between the destination and official station, whichever is less.

c. The beginning and ending odometer readings shall appear on the Travel Voucher ([State Form #980](#)) for each one way trip authorized.

10. All claims for reimbursement must be initiated within 30 days of completion of travel. Failure to do so may disqualify the claim.

D. Bonuses, premiums, and compensation

All bonuses, premiums, and compensation acquired by any employee as a result of travel authorized by the Department shall be forwarded to the Fiscal Section Director.

E. Unusual expenses

Requirements to pay non-standard or unusual travel related expenses (e.g., 500 race detail, state fair detail, or other special details) shall be coordinated by the Fiscal Section Director.

F. Requests for travel advances

1. Individuals wishing to receive advanced payment for travel expenses; such as rental car fees and/or lodging must submit a request memo, through channels, to the Director of the Fiscal Section either with the travel request or after the travel has been approved by IDOA, but in no case, closer than ten working days prior to the date the travel begins.

2. The request memo shall detail expenses and hardships that exist to justify the requested advancement.

3. If approved by the Director of the Fiscal Section a check shall be issued to the traveler for the approved amount.

4. Upon completion of travel, the traveler shall submit a Travel Voucher ([State Form #980](#)) to include all actual expenses, by item, including those originally covered by the cash advance. Upon receipt of travel reimbursement (by direct deposit) the traveler shall, within seven (7) days, make reimbursement to the Department for the full amount of the cash advance. Reimbursement shall be made by check or money order payable to the Indiana State Police c/o the Fiscal Section.

G. Steps for completing a Travel Voucher

1. All vouchers will be entered on the computer and emailed to the Travel Administrator in the Fiscal Section as an excel spreadsheet not a PDF. All receipts must also be scanned and emailed with the form. The following information must be filled out on the form.

- a. Name, PE#, Address, Post or Station
- b. Month and day of each day in travel status
- c. From – To
- d. Departure time of first day of travel
- e. Arrival time on last day of travel
- f. Purpose of travel

2. Travel Administrator will fill in all accounting entries and calculate amounts and email the travel voucher back to the traveler for review and signature.

3. After it is reviewed, printed and signed by the traveler, it should be scanned back to the Travel Administrator in the Fiscal Section via email.

4. Note: Traveler's W-9 and direct deposit records for travel reimbursement are purged from the Auditor's system after two years of inactivity.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.