LINCOLN POLICE DEPARTMENT
GENERAL ORDERS

NUMBER: 1070
TOPIC: TRAVEL
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
DATE: 1-1-2024
SUPERSEDES: G.O. 1070, 2023
REFERENCE: A.R. NO. 20, A.R. NO. 43, SO 24-01-01

I. POLICY

Lincoln Police Department employees who must travel for official business will follow procedures designed to conserve public funds and ensure accountability for expenses incurred.

II. PROCEDURE

A. Approval for Travel

1. All travel for official business outside Lancaster County must be approved in advance by a commanding officer or unit manager.
2. Overnight travel for official business outside Lancaster County must also be approved by the chief of police, regardless of whether any costs are incurred. A letter notifying the chief of the travel will be drafted and retained by the chief's administrative assistant.
3. Authorization for travel must be received prior to any registration or reservation.
   a. Once authorization for the Training/Travel has been received, the employee will meet with their unit manager or finance unit manager for registration and travel arrangements. The manager will provide their assigned P Card for the purpose of registration and travel expenditures. Receipts will be submitted to finance.

B. Travel Plans

1. Estimate of Expenses
   a. Employees must prepare an estimate of all known expenses, using the LPD Training/Travel Application, available on the LPD Internal Homepage, under Forms.
   b. Once submitted, the application is electronically submitted through the employee's chain of command.
2. Mode of Travel
   a. Ordinarily, travel will be by department vehicle or by commercial airline.
   b. With approval from the chief of police, employees may elect to drive a personal vehicle, and will be reimbursed for fuel in personal vehicles, up to a maximum of the cost of round-trip coach airfare.
3. Airline Reservations
   a. Employees shall seek and use the lowest available coach fare and shall use the Lincoln Municipal Airport unless the fare is $100 greater than the fare to fly out of an alternative major airport.
   b. Occasionally, airfare discounts may be contingent on travel only on certain days or may require a certain length of stay. When the additional cost of accommodations and per diem is offset by the airfare savings available, the employee may be allowed to stay beyond the conclusion of the business in order to take advantage of the reduced fare.
   c. Air travel at City expense shall be paid by department P-Card.
   d. Employees may not accumulate personal mileage benefits from City travel. Any premium or benefit accruing from city travel is the property of the city of Lincoln.
4. Conference or Seminar Registration
   a. When traveling to a conference or seminar that requires advance registration, employees shall submit requests at least 20 days prior to the registration deadline, or 20 days prior to any discounted early registration deadline.

b. Registration or enrollment after the advance registration deadline or discounted early registration deadline must be authorized by the chief of police.
5. Lodging
   a. Employees shall book hotel or motel accommodations in a medium price range within the area of travel, giving consideration to local transportation costs.
   b. Employees shall request and utilize government discounts or special conference discounts when these are available.
   c. Charges for additional occupancy, personal phone calls, and non-business expenses are the responsibility of the employee.
6. Automobile Rental
   a. Rental cars will be authorized only when necessary for official business, or when less expensive than other reasonably anticipated local transportation costs.
   b. Vehicles rented at City expense will be the most economical option, unless the number of employees attending, transportation of needed equipment or destination terrain renders the most economical option impractical.
   c. Employees shall request and utilize government discounts when available.

C. Authorized Travel Expenses (33.1.3)

1. For required travel, the department will assume the costs of:
   a. Registration or enrollment fees;
   b. Travel to and from the location of the business;
   c. Local transportation necessary for official business;
   d. Lodging;
   e. Meals and tips (these expenses are paid per diem), per Mayors AR 20.
      i. The General Service Administration (GSA) rate will be used excluding incidental expenses.
      ii. Meals provided by the lodging establishment or the event itself will be deducted from the daily per diem.
      iii. Tips shall not to exceed 20%.
   f. Telephone expenses for official business
2. The following expenses will not be paid by the department:
   a. Additional accommodation charges for spouses or others;
   b. Personal telephone expenses;
   c. Alcoholic beverages;
   d. The excess cost of meals, tax, and tips above the per diem;
   e. All other personal expenses, or any portion of an otherwise allowable expense that is personal in nature, or not necessary for the conduct of official business.
3. An advance of funds sufficient to cover the estimated travel expenses can be obtained from the Finance Unit and will be accompanied by a travel expense statement.

D. Reconciliation of Travel Expenses

1. Employees shall complete a travel expense statement, and submit the statement, along with any excess funds advanced, to the Finance Unit within five business days of returning from travel.
2. Original receipts must be attached for the following expenses:
   a. Registration or enrollment;
   b. Lodging (daily, itemized bill);
   c. Rental cars;
   d. Fuel for department vehicles.
   e. Airfare if required by funding source.
   f. Meal receipts if required by funding source.
3. Employees should clearly mark any personal expenses on receipts and submit written explanations of unusual expenses.
4. The Finance Unit will reconcile the expense statement with receipts, which shall be reviewed and approved by the assistant chief of support.
5. Allowable expenses in excess of any cash advanced will be reimbursed.