



Departmental Memorandum

Volume 24-16

To: All Police

From: A/Capt. Greg Galliano, Fiscal Operations

Katherine Lester, Chief of Police

Travel and Training Update

12-04-2024

The purpose of this departmental memorandum is to provide information about city-issued digital cards when traveling for authorized training. This memorandum expires upon publication of General Order 260.01 (Travel/Training Requests), current revision of 04-06-2006.

Recently, Fiscal has been made aware of the increased difficulties employees have experienced not being able to use city-issued digital cards when checking in to their hotels. While Fiscal diligently escalates these matters to City Procurement for resolution, Fiscal recognizes that issues like these can cause stress, and create a possibility of personal financial loss for employees. In partnership with Procurement, Fiscal has discontinued the practice of using digital cards at check-in. Instead, Procurement will pay for hotels/lodging in advance (at the time of booking). As determined by each hotel's policy, travelers may still be required to provide a physical card for holds and/or incidentals at the time of check-in.

Key Travel Policies

It is essential to understand the distinction between "travel" and "training:"

- "Travel" refers to activities/events that occur outside the Local Area (the City of Sacramento and the immediate 25-mile radius surrounding the City of Sacramento).
- "Training" refers to activities/events that enhance the skills, knowledge, and abilities of attendees.
- "Emergency Travel" refers to any unscheduled or urgent travel to address critical, unforeseen situations that require immediate attention. In these instances, it is understood that the traveler's presence is essential for providing direct support, decision-making, or problem resolution that cannot be effectively handled remotely. Staff is expected to understand the program requirements, which come from the City Travel Policy (API 4200) and SPD General Order 260.01, and are necessary to implement the City Manager's Office (CMO) Travel and Training Directive from January 17, 2024:

1. **General.** An individual shall not sustain personal financial loss for reasonable and necessary costs related to authorized travel and training requests.

2. **Requests.** Travel and training requests must be initiated on a Travel and Training Form (SPD 430), with appropriate attachments. For example:

- a. Event announcement/agenda.
- b. Registration confirmation.
- c. Registration invoice/receipt.
- d. Preferred flight itinerary, if applicable.



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3. **Rental Cars.** As specified in API 4200, rental cars are permissible when:

- a. Multiple business meetings require travel between multiple locations.
- b. Three or more employees are attending the same event.
- c. It is less expensive to rent a car as compared to alternate methods of transportation.

4. **Pre-Authorization Requirements.** In accordance with the CMO Travel and Training Directive, prior authorization is required for any request that meets one or both of the following criteria:

- a. Travel, regardless of cost.
- b. Training, when there is an additional cost to the city (e.g., a registration fee).

5. **Due Dates.** Requests must be submitted in accordance with the below dates. It is important these due dates are observed so the Department can effectively manage its travel and training activities.

a. Travel and trainings subject to Pre-Authorization. To the Office of the Chief, at least 45 calendar days before the departure or start date, as applicable.

b. Travel and trainings not subject to Pre-Authorization. To the Travel Coordinator, at least 30 calendar days before the start date.

c. Upon Return. Travelers/Trainees must submit required receipts to the Travel Coordinator within 7 calendar days of returning to work. Typical receipts required upon return include:

1. Final, itemized hotel bill.
2. Ground transportation (e.g., taxi/ride share between airport & hotel, hotel & training location, etc.).
3. Parking receipts – limited to \$11 per day for economy lot.
4. Final, itemized rental car receipt – extra insurance and refueling by the rental company will not be reimbursed; must fill gas tank prior to returning rental vehicle (this expense is reimbursable with receipt).

6. **Coordination.** To safeguard against financial risks to both the Traveler/Trainee and the City, all arrangements must be coordinated in advance with the Travel Coordinator. Employees should not use their personal cards for booking travel or training without prior approval from the Travel Coordinator. The use of personal credit cards is reserved for exceptional circumstances when the City's standard payment mechanisms are unavailable.

7. **Reimbursements.** Reimbursements to Travelers/Trainees are limited to the reasonable and necessary costs of Authorized travel and training. The program does not pay for or reimburse expenses from



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unauthorized requests nor those that do not comply with program requirements. Be advised that a non-compliant request may lead to administrative consequences.

8. City-Issued Purchasing Cards (P-Cards). Unauthorized or unallowable travel and training expenses that are paid on a City-issued p-card are the cardholder's responsibility and must be reimbursed directly to the City upon return via personal check made out to "City of Sacramento."

9. Personal Travel. Travelers combining personal travel with business travel must pay for the personal segment of the trip.

10. Modifications. Travelers/Trainees must immediately notify the Travel Coordinator of modification requests. Payment/reimbursement is only allowable when the change is the result of a business need or emergency event. Additional expenses to accommodate personal requests will not be paid/reimbursed unless pre-approved in writing by the Traveler's chain of command. Such pre-approvals must be provided to the Travel Coordinator.

11. Cancellations. Travelers/Trainees are required to provide timely notification to cancel a travel and training request:

a. Hotel Reservations, if applicable: To: City Procurement (travel@cityofsacramento.org) CC: Tonni O'Neill (toneill@pd.cityofsacramento.org)

Subject: Hotel Cancellation – [Traveler's Name] – [Confirmation Number]

b. All other Reservations: To: Tonni O'Neill (toneill@pd.cityofsacramento.org)

Subject: T/T Cancellation – [Traveler's Name] – [Event Name], [Dates]

12. Emergency Travel. Emergency travel is for situations where urgent circumstances prevent the usual approval processes from being completed in advance (e.g., prisoner transport/extradition or emergency services). Emergency travel does not include untimely requests.

If at any time you experience difficulties while in official travel status, please contact:

SPD Travel Coordinator

· Tonni O'Neill: toneill@pd.cityofsacramento.org or (916) 808-0557

Monday – Friday, 0800 – 1630 hours, Pacific Standard Time

Or:

· Travel Leaders (external travel agency for hotels, rental cars, and flights)

Monday – Friday, 0800 – 1700 hours, Central Standard Time