

# Travel & Training Policy

## Central Mountain Training Region Travel & Training Policy

### 1. **Overview**

It is the policy of CMTR to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the foundation. CMTR strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with GSA reimbursement rules. All business-related travel paid with CMTF funds must comply with foundation expenditure policies. Some may be more restrictive than others depending upon the funding source i.e. grants.

### 2. **Authorization & Responsibility**

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a Travel Reimbursement form and support documentation to obtain reimbursement of expenses. These forms are available on the CMTR website: [cmtftraining.com](http://cmtftraining.com).

Designated approval authorities are required to review expenditures and withhold reimbursement. Once the travel form is completed and signed by the agency head, the request is placed on the CMTR agenda for approval at the next monthly meeting. (First Thursday of each month, location vary)

3. **Personal funds**

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section II: Travel Expenses/Procedures for details. CMTR reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

4. **Vacation in Conjunction With Business Travel**

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. CMTR will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

5. **Exceptions**

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the executive director or by the director of finance. Exceptions related to the director’s or the director of finance’s expenses must be submitted to the opposite person or the treasurer of the board of trustees for approval. In most instances, the expected turnaround time for review and approval is five business days.

## **Travel Expenses/Procedures**

### **1. General Information**

Authorized business travel includes prepayments must be pre-approved. Requests for reimbursement of expenses are to be submitted on a Travel Reimbursement form.

### **2. Permissible Prepaid Travel Expenses**

Before the travel, CMTR may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Applicable policies and methods of payments for these prepayments follow.

### **3. Airfare**

An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.

Coach class or economy tickets must be purchased for domestic or international flights (defined as flight time totaling less than five consecutive hours excluding layovers). A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less-than-first-class ticket (i.e., business class) may be purchased at CMTR's discretion for domestic or international flights (defined as flight time exceeding five consecutive hours excluding layovers).

First-class tickets are not reimbursable.

4. **Rail Transportation**

CMTR will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

5. **Rental Vehicles**

CMTR will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

6. **Travel Advances**

Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers.

Expenses associated with the travel must be reconciled and substantiated within **10 days** of the return date. The Agency must repay CMTR for any advances more than the approved reimbursable expenses. The department initiating the travel is responsible for notifying the business office to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed Travel Request form for Payment to the Board at the monthly meeting. Reimbursement for any remaining expenses is processed on a Travel Reimbursement form approved by the designated approval authority.

7. **Reimbursements**

Requests for reimbursements of travel-related expenses are submitted on a

Travel Reimbursement form. This form must be accompanied by supporting documentation. Travel Reimbursement form must be signed by the agency head or his / her designated representative. This form must be accompanied by supporting documentation along with proof of attendance.

These forms must be submitted to the CMTR within **10 days** after the class is completed and the trip is completed. Travel Reimbursement forms and receipts not submitted within this time frame require exception approval from the executive director with an explanation as why and are subject to rejection by the board.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by CMTR will be shown on the request. (See Appendix B – Training and Travel Request Form.)

8. **Automobile (Personally Owned - Domestic Travel)**

A valid driver's license issued by the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the CMTR mileage rate, but not to exceed the State reimbursement rate.

The Staff Travel Reimbursement (At the time when CMTR has employees) form is required for reimbursement for all vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance. As of [Date], the rate is [\$X. XX] per mile. Travelers may opt to request reimbursement for gasoline instead of the CMTR mileage rate. In these instances, original, itemized receipts are required.

9. **Automobile (Rental - Domestic Travel)**

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required and will only be reimbursed upon submission of proper documentation.

CMTR authorizes reimbursement for the most economic vehicle available. In certain circumstances, larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure / arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required. Reimbursement is limited to the State-approved rate. Colorado.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

10. **Lodging (Commercial)**

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 50 miles or more from the traveler's home or primary worksite.

The CMTR Board may approve exceptions to this restriction in writing by the executive director or. CMTR will also consider lodging and per diem in emergency situations i.e. weather, late class assignments, etc.

CMTR will reimburse lodging expenses at reasonable, single occupancy or standard business room rates.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

11. **Meals (per diem)**

Per Diem allowances are reimbursable for in-state overnight travel that is 50 miles or more from the traveler's home or primary worksite.

Per Diem allowances are applicable for all out-of-state travel that is 50 miles or more from the traveler's home or primary worksite.

CMTR per Diem rates is based on the City of Pueblo, Fiscal Agent, rate; \$40 per day (\$8 breakfast, \$12 lunch and \$20 dinner). Incidental expenses will not be reimbursed.

Per Diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

**Travel within a single day**

- Lunch is not reimbursed
- Breakfast and dinner may be allowed if the student departure from home is before 5 a.m. and return is after 8 p.m.

**Overnight Travel**

- Departure from home: Before 5 a.m.- Breakfast, lunch, dinner; before 11 a.m. – lunch, dinner; before 4 p.m. – dinner

- Arrival at home: After 9 a.m. – Breakfast; after 1 p.m. – breakfast, lunch; after 8 p.m. – breakfast, lunch, dinner a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

Receipts are not required for per diem allowances. Per Diem allowances are reimbursed after the trip is completed.

**12. Business meals**

Travelers are required to follow CMTR expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

**13. Business Expenses**

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

**14. Parking**

Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**15. Telephone Calls**

The costs of personal telephone calls are the responsibility of the individual.

**16. Tolls**

Original receipts are required for tolls.

## **17. Miscellaneous Transportation**

Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

## **18. Visa, Passport Fees & Immunizations**

If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

## **19. Non-Reimbursable Travel Expenses**

The following items that may be associated with business travel will not be reimbursed by CMTR:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Childcare, babysitting, housesitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance

- Other expenses not directly related to the business travel

20. **Travel for Non-Employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is limited to senior management and should occur infrequently.

**Section 8:**

**POST Funded Grant Procedures  
(As Per POST Grant Guidelines)**

**ALLOWABLE STUDENT TRAVEL AND BACKFILL EXPENSES**

1. **Student Travel Expenses**

Travel costs for students traveling for official POST approved training are eligible and include commercial transportation, air fare, registration costs, tuition, parking, public transportation, computer connection fees, mileage, per diem and lodging. A traveler shall be paid only for cost-effective travel expenses. POST encourages travelers to take advantage of tax exemption whenever possible; however, taxes are an eligible cost to be reimbursed or advanced. Any commercial travel such as taxi or shuttle requires a receipt.

2. **Student Mileage for Personal or Fleet Vehicles**

A traveler must use a fleet vehicle if available. If one is not available and traveler has to use a personal vehicle they shall be allowed mileage reimbursement for each mile actually and necessarily traveled. The traveler's local mileage rate shall be used to determine mileage reimbursement but shall not exceed the State's mileage rate. Payment requests must be accompanied by documentation that identified the miles traveled, the origination and destination location and the purpose of the trip. Student mileage for personal vehicles may not be requested in advance of travel.

**3. Daily Meal Allowance**

Meals are allowable when the student is in travel status attending training. Only daily per diem is to be requested for reimbursement. The actual costs of meals will not be reimbursed. The traveler's per diem will be based on the City of Pueblo's per diem which is \$40/day. Student per diem may NOT be requested in advance of travel.

**4. Student Lodging**

Student lodging is allowable when the student is in travel status attending training. A traveler shall be paid only for cost-effective travel expenses. Actual itemized hotel bills must be submitted as documentation of expense. POST does not reimburse for the cost of taxes and resort fees charged to lodging bills; however, students are encouraged to seek tax exemption when applicable. An itemized statement from the lodging provider must be submitted for reimbursement. Copies of credit card statements are not sufficient. Student lodging expenses may be requested in advance of travel. A written quote provided by the lodging provider is required to be submitted to POST for any advance lodging request.

**5. Eligible Payments in Advance of Travel**

Payments in advance of travel are eligible and include:

- Tuition or registration
- Commercial travel and lodging
- Training supplies for the student to attend training such as ammo, target, range fee, etc. (not computers or laptops) Under no circumstances shall a travel advance exceed \$1,500 per traveler, per trip. Funds will not be disbursed more than ninety (90) days in advance of their actual expenditure, regardless of an encumbrance beyond that date. Extenuating circumstances requiring receipt of funds more than ninety (90) days before actual use must be approved by POST.

A traveler shall settle his or her travel advance within 45 days of completion of travel by submitting applicable receipts. Travelers receiving an advance of travel are required to submit a certificate of completion of the training attended.

**6. Backfill**

Grant recipient must make known to the law enforcement agencies within their region that backfill funds are available. Regions may prioritize the use of backfill funds as a lower-use priority. The provision of personnel resources to fill the position of a law enforcement officer, who is traveling to or from, or attending or conducting, POST- approved training is allowable. Only actual hourly salary, not to exceed \$50 per hour, is allowable. Documentation of hourly salary of the individual must accompany the payment request when these costs are charged to the grant. POST funds may not be used to pay for the pro rata share of vacation, leave, sick leave, FMLA, retirement and other fringe benefits of personnel.

**ALLOWABLE INSTRUCTOR EXPENSES**

**1. Allowable Peace Officer Instructor Fees**

The daily fee for peace officer instructors who are not staff members of the grant recipient shall not exceed \$400.00 per full day for Lead Instructor and \$300 for Assistant Instructors or \$50.00 per hour to conduct training. The fee does not include per-diem and travel reimbursement which may also be granted to an instructor. Exceptions to this rule may be made on a case-by-case basis upon written request of the grant recipient to the POST Grant Manager. All POST funds provided to an individual for providing training must be recorded and distributed via the use of a W-2 or W-9.

**2. Allowable Professional Trainer Instructor Costs**

Professional trainer fees will be reviewed and approved during the POST application approval process. Professional trainer fees that are not contained within the POST application will have to be reviewed and approved by the Grant Subcommittee on an as needed basis. POST will need ten business days to accommodate the review process.

### **3. Instructor Daily Meal Allowance**

Meal allowance is allowable when the instructor is in travel status conducting training. The sponsoring agency's local per diem policy shall be used to determine all per diem reimbursements based City of Pueblo's per diem rate.

### **4. Instructor Lodging**

Instructor lodging is allowable when the instructor is conducting training. A traveler shall be reimbursed only for the night before the training is to occur and during each full-day of training including the last day. A traveler shall be paid only for cost-effective travel expenses. Actual itemized hotel bills must be submitted as documentation of expense. Copies of credit card statements are not sufficient.

## **ALLOWABLE CLASS EXPENSES**

### **1. Refreshments**

The cost of refreshments and other related non-food costs associated with the training may not exceed \$5 per day per expected student. The term "refreshment" refers to light snacks and beverages customarily available during morning and afternoon breaks that are a scheduled part of the training agenda. Light refreshments include beverages such as coffee, tea, juice, water or soft drinks, and light snacks include donuts, bagels, muffins, fruit, cookies, and chips. The amount and variety of the refreshments provided should be no greater than what is appropriate for the expected number of attendees. Grant funds may not be used for meals. For example working breakfast, lunch or student receptions. Purchases for class refreshments require an itemized receipt for payment reimbursement.

### **2. Training Supplies**

Supplies are items that are expended or consumed during the training class (e.g., manuals, field guides, targets, ammunition, masks, disks, USB ports, easels, markers, binders, batteries, etc.). Printing and mailing of class material are allowable. Documentation of cost is required for reimbursement.

## **ALLOWABLE SCHOLARSHIP & EQUIPMENT COSTS**

1. A scholarship is a financial assistance provided to a student to cover the cost of attending training outside of the region or state. All students provided scholarship funds must submit a Certificate of Completion for expenses to be eligible for reimbursement. Allowable scholarship costs are:

- Tuition and registration expense
- Travel, per-diem and lodging expenses
- Training supplies required for the student to attend training such as ammo, targets

2. **State-Wide Training Providers**

Program Delivery Training Providers are eligible for an additional award of between 5% and 15% to cover direct personnel costs associated with the statewide delivery of POST-approved peace officer training. The Grant Subcommittee will determine the program delivery percentage and make this recommendation during the application review process. Program Delivery costs may not exceed 15% of the total approved budget for training, equipment and scholarships. Agencies may elect to use this percentage or a portion of the percentage to carry out POST-approved training activities instead of paying personnel costs. Over time, benefits, fringe benefits, vacation, FMLA, retirement and other related fringe benefits are not allowed to be charged to the POST grant. Payments for Program Delivery do not require supporting cost documentation be submitted to POST; however, supporting cost documentation equal to 100% of the direct personnel costs must be on file and retained by the grantee for the retention period. Examples of acceptable cost documentation include time sheets, payroll reports, and time-allocation reports. The use of these funds may be reviewed during monitoring conducted by POST or requested by POST at any time.

3. **Training Regions-Program Delivery**

POST-designated Training Regions are eligible for reimbursement of direct personnel costs associated with the regional delivery of POST-approved peace officer training. Personnel costs may not exceed 5% of the total approved budget for training, equipment, and scholarships. Agencies may elect to use this

percentage or a portion of the percentage to carry out training activities instead of paying personnel costs. Over time, benefits, fringe benefits, vacation, FMLA, retirement and other related fringe benefits are not allowed to be charged to the POST grant. Payments for Program Delivery do not require supporting cost documentation be submitted to POST; however, supporting cost documentation equal to 100% of the personnel costs must be on file and retained by the grantee for the retention period. Examples of acceptable cost documentation include time sheets, payroll reports, and time-allocation reports. The use of these funds may be reviewed during monitoring conducted by POST or requested by POST at any time. CMTF has modified its existing time tracking practices for salary and mileage charges for reimbursement by POST Grant for Program Delivery for the POST grant. The POST grant is reviewed on a monthly basis and checked by two board members.

#### **UNALLOWABLE EXPENSES**

1. No training funds may be used by the recipient:
  - To cover indirect or operating costs
  - For benefits, fringe benefits, vacation, FMLA, retirement, other related fringe benefits or overtime (except for the backfill of officers to attend/conduct training)
  - To pay expenses incurred before July 1st of the contract year
  - To pay expenses incurred after June 30th of the contract year

**All Training requests are to be made through the CMTR monthly regional Board meeting for approvals. The Travel and Training request form is download loadable on this site and must be submitted prior to the meeting for approval.**