

GENERAL ORDER, ADMINISTRATION, NUMBER 10

NOVEMBER 3, 2004

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(REV) SEPTEMBER 7, 1990

WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Travel Policy / Use of Department Issued Credit Cards

B. PURPOSE:

To establish standard policy and procedures regulating Department travel procedures for city business and the use of Department issued credit cards.

C. POLICY:

All employees shall comply with the following procedures when traveling on city business and/or using Department issued credit cards.

D. PROCEDURES:

1. All travel associated with city business shall comply with the City Travel Policy and Department regulations as applicable.
2. Vehicles
 - a. Employees who travel by motor vehicle on city business shall first attempt to secure the use of a Department vehicle from one of the Department's divisions, sections, or units.
 - b. If a Department vehicle is not available, employees may utilize their personal vehicle while traveling on city business. Authorization from the Chief of Police or designee to use a personal vehicle on city business shall be granted prior to using a personal vehicle.
 - c. Employees who desire to use a personal vehicle, even if a Department vehicle is available, may do so only with prior authorization from the Chief of Police or designee.
 - d. Employees who travel out of the metropolitan area (Waterloo, Cedar Falls, Evansdale, Elk Run Heights, Raymond, or Hudson) may utilize a Department issued credit card, if one is necessary. If a personal vehicle is authorized, a Department credit card may be used in lieu of claiming a mileage allowance.
 - e. If a Department credit card is not available, employees are authorized

and may claim a mileage allowance as provided for in the City Travel Policy and Department procedures.

1. The mileage allowance is to reimburse employees for fuel, motor oil, normal wear and tear, insurance and other incidentals associated with the use of their personal vehicle.

Reimbursement for off duty travel time and/or mileage for traveling on city business in the metropolitan area shall not be allowed or authorized.

3. Obtaining credit card

- a. When out of town travel and the use of a Department issued credit card is authorized by the Chief of Police in accordance with City policy, the appropriate credit card will be issued by Department Finance Personnel or the employee's Division Commander.
- b. Read and sign the City of Waterloo Credit Cardholder Use Agreement.
- c. Read and sign the Waterloo Police Department Travel/Training Expenditure Agreement form.
- d. Upon receipt of the card, the employee becomes responsible for its safekeeping and shall take necessary precautions to ensure the card is not lost, stolen or used improperly.

4. Authorized purchases

- a. Fuel
- b. Minor vehicle incidental expenses
 1. Oil
 2. Transmission fluid
 3. Anti-freeze
 4. Windshield washer fluid
 5. Car wash
 6. Towing or starting service
 7. Minor repair (broken fan belt, bulb replacement, tire repair, etc.)
- c. Taxi or Ground Transportation--Receipts are not necessary. Taxi for personal use will not be reimbursed; only those costs associated with the convention, conference will be reimbursed. Parking garage

expenses may be reimbursed; receipts are required.

- d. When selecting a mode of transportation, reimbursement will be made for the least expensive form of transportation to and from Waterloo with the individual bearing any additional costs.
- e. Car rental (with prior authorization only)
- f. Meals (with prior authorization as established in the City Travel Policy) shall be limited to the following amounts:
 - 1. One-day travel within the state and the employee departs and returns home on the same day, only the lunch meal of \$12.00 will be reimbursed.
 - 2. Out-of-Town (Non-Large City) -\$45/day
 - Breakfast -\$ 7.00
 - Lunch -\$15.00
 - Dinner -\$23.00
 - 3. Out-of Town, Large Cities (New York, Washington, Boston, Los Angeles, San Francisco, Miami, New Orleans, Seattle, Denver and others as requested)
 - \$70/day
 - Breakfast - \$12.00
 - Lunch - \$23.00
 - Dinner - \$35.00
 - 4. Meals included as a part of the registration fee will not be reimbursed. Reimbursement will only be paid for the days of the conference, conventions, etc. and any travel time associated with the request.
- g. Lodging (with prior authorization).
 - 1. Convenience to the conference/convention site should be a primary consideration; however, selection of accommodations should be at the most reasonable rate. Receipts are required. Reimbursement will not be considered for a family member or for personal telephone calls.
 - 2. Prior arrangements or reservations should be made whenever possible.
 - 3. Cost saving measures such as government discounts or special rates should be taken advantage of when available.
 - 4. Effort should be made to compare rates of hotels and motels in the area and select lodging with the lowest comparable rate.

