

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject BUSINESS TRAVEL AND TRAVEL EXPENSES	Policy Number GD-21
		Effective Date 10-07-22
Related Information CP-2, <i>Code of Conduct</i> Code of Federal Regulations (CFR), Title 49 section 1544.219 GE-2, <i>County Purchase Cards</i> GE-4, <i>Use, Assignment, and Operation of Vehicles</i> GH-2, <i>Internal Investigations</i> GH-5, <i>Early Identification System</i> Maricopa County Policy A2313 General Travel State of Arizona Accounting Manual (SAAM), section 50	Supersedes GD-21 (07-15-20)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for general travel practices in accordance with Maricopa County Policy A2313 General Travel. Additionally, this Office Policy provides guidance specific to extradition and investigative travel exceptions for Office employees.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office that all official travel shall be properly authorized, reported, and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the Office.

DEFINITIONS

Arizona Peace Officer Standards and Training Board (AZPOST) Travel: Travel that is funded by AZPOST funds and only available to sworn employees. AZPOST travel funds shall be dispersed in accordance with the State of Arizona Accounting Manual (SAAM).

Duty Post: The place where an employee spends the largest portion of their work hours, or the place where an employee returns upon completion of a special assignment. This definition shall apply to assignments in which a significant portion of the shift is regularly spent driving, flying, or otherwise traveling within the state. There is no fixed duty post during such travel; therefore, the conveyance becomes the designated duty post.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

General Services Administration (GSA): A federal agency responsible for the administration of the Federal Travel Regulations and for setting domestic per diem rates. Maricopa County uses these rates for Lodging, Meals, and Incidental Expense reimbursements (www.gsa.gov).

Incidental Expenses: Uncategorized expenses which include things such as tips for baggage handlers, room service, room maintenance, or laundry. On trips made for purposes other than extradition, incidental expenses are covered by the per diem rate. Per diem rates are determined by the Federal U.S. General Services Administration Per Diem Rates (www.gsa.gov) or by the State of Arizona Accounting Manual (SAAM), depending on the funding source of the travel.

Lodging: Overnight accommodations which include all mandatory room charges, resort fees, and parking charges. When determining pricing for lodging by State, refer to the Federal U.S. General Services Administration Per Diem Rates (www.gsa.gov) or where appropriate, the State of Arizona Accounting Manual (SAAM).

Per Diem: An allowance for lodging, meals, including tips, and incidental expenses, which varies according to geographical destination. Per diem is determined by referring to the Federal U.S. General Services Administration Per Diem Rates (www.gsa.gov) or where appropriate, the State of Arizona Accounting Manual (SAAM).

State of Arizona Accounting Manual (SAAM): Generally accepted accounting principles used by the State of Arizona. Travel funded by Arizona grants, AZPOST, or Jail Enhancement Funds (JEF) must follow the reimbursement rates found in SAAM, Title II.

Transportation Expenses: Expenses associated with transportation which include, but are not limited to, parking, tolls, or fuel.

Travel Status: A condition which occurs as a result of an employee conducting appropriately approved, necessary Office business away from their designated duty post, and the period of travel is expected to last a minimum of 12 hours. Employees whose position requires regular and recurring travel within the State are not in a travel status.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office the employee is normally paid to perform.

PROCEDURES

1. **Legality and Accuracy of Travel Claims:** Employees shall ensure they have a clear understanding of allowable travel expenses before departing. Employees are directly responsible for the legality and accuracy of their individual travel claims. Claims submitted for unauthorized travel expenses will not be honored and are not reimbursable. Employees who knowingly and willfully submit falsified travel claims shall be subject to disciplinary action, up to and including dismissal from employment, and possible prosecution.
2. **Travel Requests:** Except for investigative travel and extraditions, all travel requests, with or without a cost, for in-state and/or out of state travel within the continental United States must be made in advance of the travel.
 - A. All travel requests shall be routed through the chain of command to the respective Executive Chief for approval, prior to being submitted to the Travel Unit of the Financial Services Division. All out of state travel, in excess of \$2,500, shall also require the approval of the Chief Deputy or designee.
 1. If there is a cost, the travel request must be received by the Travel Unit at least 45 business days prior to the travel date.
 2. If there is no cost, the travel request should be received by the Travel Unit at least 30

business days prior to the travel date.

3. The *Travel/Training Request* form and a justification memorandum shall be submitted, through the chain of command, to the Travel Unit. These forms are located on the Office's shared drive in the Official Forms folder.
- B. Commanders should exercise discretion in sending the appropriate number of employees to the same seminar, conference, or meeting.
- C. Employees are prohibited from making their own hotel, airline, rental car arrangements, or conference reservations. The Travel Unit shall be used to make these arrangements, except for extradition travel, as the Extraditions Unit shall coordinate their own hotel, airline, and rental car arrangements.
- D. Arizona Post (AZPOST) Travel Requests: All initial requests, approved by a supervisor, for AZPOST travel and training must first be approved by the Training Division, AZPOST representative. After approval by the AZPOST representative, the employee shall continue processing their travel request, as specified in the General Travel Requests section of this Office Policy.
- E. General Travel Requests:
1. Employees shall complete the *Training/Travel Request* form with as much information as possible. The information shall include the dollar amount for registration and the estimated travel costs which include transportation, per diem, and hotel accommodations. The Travel Unit may be contacted for assistance in obtaining this information.
 - a. Airfare cost estimations should include baggage fees, as applicable.
 - b. Lodging fee estimations should include any mandatory fees, referred to as resort fees, and parking fees, as applicable. Baggage, resort, and parking fees shall be listed under miscellaneous on the *Training/Travel Request* form.
 2. Employees shall prepare a justification memorandum describing the training or purpose of the travel and attach it to the *Training/Travel Request* form.
 3. The *Training/Travel Request* form and justification memorandum shall be forwarded through the chain of command to the respective Executive Chief for approval. All out of state travel, in excess of \$2,500, shall also require the approval of the Chief Deputy or designee, as specified in this Office Policy.
 - a. If the justification memorandum is not attached to the *Travel/Training Request* form when submitted, the respective Executive Chief shall return the *Travel/Training Request* form to the respective bureau.
 - b. If approved, the Executive Chief shall forward the paperwork to the Travel Unit.
 4. The Travel Unit shall attempt to ensure the timely processing of all requests; however, any requests not received by the designated Executive Chief at least 45 business days prior to the travel date may be denied.

5. All travel requests associated with a cost shall require the final financial approval of the Office Chief Financial Officer (CFO).
- F. Investigative Travel: If time permits, investigative travel requests should be submitted as specified in the General Travel Requests section of this Office Policy. However, in exigent circumstances, travel may begin with a verbal approval from the respective bureau chief. All out of state travel within the continental United States, in excess of \$2,500, shall require the approval of the Chief Deputy or designee.
 1. Within five business days of the completion of investigative travel, the *Training/Travel Request* form and justification memorandum shall be submitted for final approval through the employee's chain of command to their respective bureau chief and CFO. If investigative trips do not use the services of the Office Travel Unit, a *Training/Travel Request* form is not required.
 2. The bureau chief or the CFO shall forward the approved paperwork to the Office Travel Unit if the Travel Unit services have been used.
- G. Extradition Travel: Extradition travel requires a valid court directive or extradition authorization document which necessitates official travel. Documents for extradition travel shall be coordinated by the Extradition Unit.
3. **Travel Approval:** All travel shall have prior approval, unless otherwise specified in this Office Policy.
 - A. All out of state travel requests in excess of \$2,500, such as training, business, and investigative travel, shall require the approval of the Chief Deputy or designee. The only exception will be extradition trips, which will be exempt.
 - B. Claims for unauthorized travel expenses cannot and will not be paid.
 - C. After the employee has been officially notified their travel has been approved, they shall immediately inform the Travel Unit of any pertinent information they have that may assist with the travel arrangements.
 - D. An employee in approved travel status shall be entitled to reimbursement of the various expenses, as specified in this Office Policy and appropriate Workman's Compensation Benefits through the Maricopa County Risk Management Division.
4. **Cancellation of Approved Travel:** Reservations for services such as hotels are frequently guaranteed at the time of the reservation. Guaranteed reservations can often be canceled without penalty if done far enough in advance of the scheduled arrival.
 - A. It is the obligation of each employee scheduled for travel to cancel all reservations as soon as reasonably possible if unable to travel.
 1. The employee shall immediately notify their chain of command of the cancellation and the supervisor shall immediately notify the Travel Coordinator in an e-mail or memorandum of the change.
 2. An employee shall not transfer approved travel to another employee without supervisory

approval and notification to the Travel Unit.

- B. Employees who, without authorization, make travel arrangements beyond their pre-arranged travel plans may be held liable for any charges incurred due to failing to cancel guaranteed reservations.
 - C. Employees who are approved for travel and have received airline tickets in their name, but are unable to depart as scheduled, shall notify both their immediate supervisor and the Travel Unit as soon as possible. At no time shall the employee distribute tickets and reservations to another employee.
5. **Change in Established Travel Plans:** All changes to established travel plans shall be approved by the designated Executive Chief approving the travel. In exigent circumstances, changes to established investigative travel plans may be approved by the designated bureau chief.
- A. Any change to travel plans which incur additional expenses must be justified as Office business and shall be submitted in writing to the Travel Unit. The Travel Unit will request financial approval from the CFO.
 - B. Any need for a change in travel plans for personal reasons shall be documented in writing and approved by the designated bureau chief prior to the travel. The Travel Unit shall be notified immediately by the employee of any need for a change in travel plans.
 - C. The Travel Unit shall be notified immediately, by the employee, of any cancellation of approved travel.
6. **Travel Allowance Advances:** Employees are eligible for an advance travel allowance upon approval of travel.
- A. General and Investigative Travel:
 - 1. If time permits for processing an advance travel allowance, the allowance shall be disbursed on the employee's regular paycheck immediately prior to the travel.
 - a. Conferences, meetings, seminars, lodging, as well as transportation costs by common carrier shall be paid to the vendor by the Travel Unit.
 - b. The employee shall receive 75% of the per diem allowance. The remaining 25% is paid to the employee post-travel.
 - 2. If time does not permit for processing an advance travel allowance because the travel request is received close to the departure date, the employee must use personal funds, which shall be reimbursed on the employee's next paycheck, following the travel request approval.
 - a. Claims which include lodging and transportation by common carrier or rented automobile shall be accompanied by itemized receipts which have been stamped "PAID," or otherwise acknowledge payment of charges. Airline travel claims shall be accompanied by the airline ticket.

for the expense without prior authorization.

3. Vehicle rental for extradition travel is authorized and arranged by the Extradition Trip Coordinator. A full-size vehicle shall be authorized unless specific needs for the travel dictate differently. For example, a larger vehicle may be authorized for extradition trips if it is necessary to pick up multiple prisoners.
 4. Vehicle rental for investigative travel shall be coordinated by the Travel Unit with prior approval from the appropriate commander. The needs of the investigation shall determine the appropriate size of the vehicle. For example, a SUV or truck may be necessary to transport equipment or evidence. In all cases, exceptions to the vehicle type or size must be approved prior to travel. A request for a different type or size vehicle requires the completion of a justification memorandum and the *Training/Travel Request* form.
- C. Commercial Air Carriers and Public Transportation:
1. Transportation by commercial air carriers shall be at the lowest practical airfare rate at the time of trip authorization and shall be booked by using internet booking or directly with the airlines.
 2. Transportation to and from common carrier terminals shall be by hotel courtesy vehicle, when such service is available.
 3. Public transportation may be authorized to and from carrier terminals, or for other official Office business such as transport between approved accommodations and conferences, meetings, or seminar sites.
- D. Office Vehicles: The Chief Deputy or designee may authorize the use of Office vehicles anywhere in Arizona or adjacent states to conduct law enforcement investigations or extraditions. The employee shall complete the Ground Transportation section of the *Training/Travel Request* form.
1. Any administrative use of Maricopa County vehicles outside of Maricopa County, in which reimbursable expenses are anticipated, shall have the prior written approval of the Chief Deputy or designee.
 2. Under no circumstance is an Office vehicle to be used for personal use in or out of state while in a travel status. Unless prior approval has been received, only authorized Office employees are to be in the vehicle while traveling, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.
- E. Transportation Expenses:
1. Charges for fuel shall be covered as transportation expenses when proper receipts are submitted.
 2. Tolls shall be reimbursed without receipts for general or investigative travel. For extradition travel, a written memorandum is required for reimbursements of tolls without receipts.

2. Parking:
 - a. Employees shall use self-parking when available. Valet parking is prohibited and not reimbursable unless a self-parking option is unavailable.
 - b. Short-term parking may be reimbursed, on a case-by-case basis, with a receipt or written statement, and shall be submitted to the Travel Unit.
 - c. Long-term parking may be reimbursed if the traveling employee can demonstrate it is less expensive to use long-term parking rather than pay for a round-trip airport shuttle or taxi service. If a long-term parking option is used:
 - (1) The traveling employee shall provide a written quote from a shuttle or taxi service, verifying their higher price.
 - (2) The traveling employee shall park in the East or West Economy parking lot at Phoenix Sky Harbor International Airport and the Economy or Long-Term parking lot at the Mesa Gateway Airport.
 - d. For extradition or investigative travel only, a limited number of parking passes for parking Office vehicles at Phoenix Sky Harbor International Airport are provided by the Extraditions Unit. When a parking pass is not available for an extradition trip, travelers must park in the short-term parking lot and pay for parking using the Maricopa County P-Card issued with the trip packet.
 - (1) Airport parking of an Office vehicle at Phoenix Sky Harbor International Airport for extradition travel is authorized.
 - (2) Long-term airport parking for investigative travel may be authorized if it is anticipated a prisoner may be transported from the airport to an Office jail facility, or when other investigative needs require the use of an Office vehicle to be parked at Phoenix Sky Harbor International Airport. This need should be documented in a travel request concerning the use of an Office vehicle.
4. Transportation costs associated with non-business activities will not be reimbursed. Such activities include, but are not limited to, the use of Lyft, Uber, and taxis, for sight-seeing, entertainment, sporting events, meals, etc.
8. **Carrying a Weapon Aboard a Commercial Airline:** When traveling on Office business aboard any commercial airline and while carrying a weapon, the Office employee shall obtain permission from the Transportation Safety Administration (TSA) and receive a TSA National Law Enforcement Telecommunications System (NLETS) unique alphanumeric identification number prior to departure. The TSA NLETS unique alphanumeric identification number for carrying a weapon onboard a commercial aircraft can be obtained through the Office Extraditions Unit. In accordance with TSA regulation, only full-time, sworn compensated deputies are authorized to carry a firearm onboard a commercial airline and must meet the requirements as set forth in Title 49, Code of Federal Regulations (CFR), Section 1544.219, if such travel may require the use of a firearm.

9. **Lodging:** Lodging shall be reserved at a commercial establishment and should always be reserved at the lowest available rate, to include resort fees, if applicable.

A. General and Investigative Travel:

1. When lodging is not reserved by the Travel Unit prior to travel, the commercial establishment's original itemized receipt is required for reimbursement. Procurement Card receipts in lieu of the original receipt will not be accepted.
2. Lodging expenses shall not exceed the limit, as specified in the Federal U.S. General Services Administration Per Diem Rates (www.gsa.gov), for each 12-hour day in a travel status. Any amount exceeding this limit shall be justified in a detailed memorandum and forwarded through their chain of command for approval.
3. If a non-Office employee shares a room with an Office employee, only the single room rate can be claimed, unless the non-Office employee is traveling on authorized official Office business.

B. Extradition Travel:

1. The Extraditions Unit accepts Maricopa County Purchase (P-Card) receipts for extradition trips. All receipts shall be marked paid or show a zero balance.
2. Lodging expenses shall not exceed the maximum allowance prescribed in the Federal Travel Management Policy (FTMP) for extradition trips. Occasionally, a special event or convention at the travel destination may require authorization for higher lodging rates. This should be brought to the attention of the Extraditions Commander and approved prior to booking lodging. Extraditions personnel shall ensure this approval is documented in the *Prisoner Trip Expense Report*, in addition to a written memorandum as submitted by the employee. Without prior approval, unauthorized expenses shall become the responsibility of the employee.

C. Lodging costs incurred within 50 miles of the employee's designated duty post or residence within Maricopa County, shall not be reimbursed unless the lodging is in the best interest of the Office, and has been approved by the Chief Deputy or designee.

10. **Per Diem for Meals:** Employees authorized to be in a travel status, including extradition, are subject to the per diem limitations for meal amounts, as specified in the Federal U.S. General Services Administration Per Diem Rates (www.gsa.gov). The daily allowance shall be calculated for a calendar day, midnight to midnight.

A. General and Investigative Travel:

1. An allowance for meals, which includes tips, will be reimbursed at the General Services Administration (GSA) maximum meals and incidental expenses (M&IE) rate at the time of travel. The allowable per diem is 75% of the applicable M&IE rate for the first and last day of travel.
2. For meals provided on the day of departure and the last day of travel, the entire allocated meal cost shall be deducted from the decreased M&IE rate. The total amount of

deductions made will not impact a traveler's allowance for incidental expenses.

3. Meals that are included in the conference/seminar registration fees shall be deducted from the allowance. Meals provided by a common carrier, or a complimentary meal provided by a hotel/motel shall not be deducted.
- B. Extradition Travel: If the employee is not in travel status for an entire calendar day, then the daily allowance shall be prorated as follows:
1. The applicable meal and incidental expense rate shall be prorated, starting with the quarter day in which travel begins and ending with the quarter day in which travel concludes.
 2. For each six-hour period that the employee is in travel status on that day, $\frac{1}{4}$ of the applicable meal and incidental expense rate shall be allowed.
 3. Meal per diem for airline travel shall be calculated based on two-and-one-half hours prior to departure time and one hour after arrival time.
 4. Per-diem for inmate meals may be purchased using a Maricopa County P-Card as specified in the Maricopa County Sheriff's Office Purchase P-Card User's Manual, located on the Office shared drive.
11. **Incidental Expenses – Extradition Travel:** If requested, incidental expenses incurred on an extradition trip shall be reimbursable up to a maximum of \$5 per 24-hour period; refer to Federal U.S. General Services Administration (GSA) Per Diem Rates (www.gsa.gov).
12. **Non-Reimbursable Expenses:** Non-reimbursable expenses shall include, but are not limited to, in-room purchases and/or movies, valet service, valet parking, liquor, and entertainment.
13. **Maricopa County Purchase Cards (P-Cards):** County P-Cards issued for travel expenses shall be used as specified in Office Policy GE-2, *County Purchase Cards* and the Maricopa County Sheriff's Office Purchase P-Card User's Manual, located on the Office shared drive.
- A. Maricopa County P-Cards shall be issued to personnel assigned to the Extraditions Unit. At all times, cardholders shall adhere to Office guidelines concerning appropriate use, to include periodic audits of card activity. Cardholders shall accept responsibility and liability for inappropriate use of Maricopa County P-Cards.
 - B. Employees who apply for a Travel P-Card and those employees requesting credit limit increases for existing purchase cards shall go through the P-Card application process. The process shall be completed and approved by the chain of command in order to establish a P-Card or an increase to an existing card's credit limit. Employees shall refer to the Maricopa County Sheriff's Office P-Card User's Manual regarding new card issues for instructions.
14. **Travel Outside of the Continental United States:** All travel requests outside of the continental United States shall be routed through the chain of command to the employee's respective Executive Chief for approval. Once approved by the Executive Chief, the request shall be forwarded to the Chief Deputy for approval. If approved, the request shall be forwarded to the Chief Financial Officer (CFO) or designee, for final financial approval. Travel outside the continental United States also requires the approval of the

Maricopa County Manager or designee, which shall be coordinated by the Travel Unit. In emergency/exigent circumstances, with the approval of the Chief Deputy, the Maricopa County Manager may be notified within 30-days after the completion of Extraditions or Investigative travel outside of the continental United States. The following conditions apply:

- A. Utmost discretion shall be used in approving requests for travel outside of the continental United States. The conference, meeting, or seminar shall be unquestionably professional in content and should prevail only if a professional conference, meeting, or seminar of similar quality cannot be found within the continental boundaries of the United States within the year.
- B. All Maricopa County reimbursement for travel and related expenses such as per diem rates are based on the established GSA rates or where appropriate, the State of Arizona Accounting Manual (SAAM).
- C. Before submitting claims, the Travel Unit should contact any banking institution's international division to determine the daily rate of currency exchange for the location to which the employee is traveling, if applicable. Bills and receipts shall be recorded in terms of foreign currency. The rate of exchange in effect at the time the expenses were incurred is needed for employees to be properly reimbursed.

15. **Completion of Travel:**

- A. General and Investigative Travel: The Travel Unit shall forward a *Travel Authorization and Expense Report* (TAER) to an employee approved for travel. The employee shall complete the *Travel Authorization and Expense Report* and submit the form and all travel documents within 10 business days of completion of travel to the Travel Unit. If a *Travel Authorization and Expense Report* is not submitted within 10 business days, further recovery actions and/or disciplinary actions shall be instituted, including forfeiture of payments to the employee.
- B. Extradition Travel: Extradition expense reports and documentation, including receipts and required memorandums, shall be submitted within two business days of the employee's return to duty from the extradition trip. The completed expense report and all documentation related to the extradition shall be audited by the Extradition Travel Coordinator and the Extraditions Unit Supervisor or Extraditions Commander, to maintain compliance with Office and Maricopa County travel policies, and ensure completeness of documentation, and conformity to appropriate business practices.

16. **Awards and Incentives:** Employees may request and accept the assignment of flight miles in any airline's frequent flyer program, and participate in any reduced fare coupons, free tickets, or other tangible awards, or incentives while traveling on Office business. Any promotional benefits or material received from an airline or other commercial establishment in connection with official travel shall not be retained for personal use. Employees wishing to participate in such travel programs shall do so on their own time, with no involvement from the Finance Bureau or the Travel Unit Coordinator.

17. **Employee Travel Related Conduct:** Employees are official representatives of the Office when attending any school, seminar, or conference; or otherwise engaging in any official business which requires travel and are expected to conduct themselves, at all times, both on and off duty, in such a manner as to reflect favorably on the Office.

- A. Misconduct occurring during travel which constitute violations of established laws, ordinances,

or Office Policies shall be addressed, as specified in Office Policies GH-2, *Internal Investigations* and GH-5, *Early Identification System*.

- B. While traveling outside of the continental United States, employees shall abide by all laws of foreign countries not in conflict with the laws of the United States. Violation of any established ordinance or law may result in disciplinary action, up to and including dismissal and possible criminal prosecution. Disciplinary action may be imposed regardless of the outcome of any criminal investigation, as specified in Office Policy CP-2, *Code of Conduct*.