

XXX.XX – Travel

Stakeholder Review: September 17-October 17

Refer:

- Multnomah County, Oregon Administrative Procedure FIN-2, Travel and Training Expenses
- [Travel and Training Request Instructions](#), located on Sheriffnet, Forms, Training Tab
- [Travel and Training Request Application](#), located on Sheriffnet, Forms, Training Tab

Policy:

1. It is the policy of the Multnomah County Sheriff's Office (MCSO) to provide for the payment of necessary and reasonable expenses for required or authorized travel, and/or local attendance of conferences, training, or seminars by Sheriff's Office members.
2. Members required or authorized to attend a training session or conference that necessitates travel shall submit a completed training application, as outlined in Section 2., Subsection 2.1., of this policy.

Procedure:

1. Travel Coordinators; Publishing of Travel Policies and Procedures:
 - 1.1. The Sheriff shall designate a travel coordinator to process all requests for travel for members of the Sheriff's Office.
 - 1.2. The Fiscal Unit shall prepare and publish for use by the travel coordinator policies and procedures relating to travel requests, advancement of travel costs, and reimbursement of travel expenses. Such policies and procedures shall conform to the current Multnomah County administrative procedures relating to travel requests, advancement of travel costs, and reimbursement of travel expenses, unless otherwise directed by the Sheriff.
2. Travel Requests to Attend Training, Conferences:
 - 2.1. A member who is required or authorized to attend a training session or conference that requires travel shall submit a completed training application, with supporting documentation regarding the training session or conference, through the member's chain-of-command to the member's Chief Deputy for final approval. Members shall refer to the Travel and Training Request Instructions for additional guidance.
 - 2.2. At the time of approving the training application, the Chief Deputy shall forward the application to the Travel Coordinator for processing.

History:

- *Originating Policy:*
- *Next Review Date:*
- *Review By:*

Please provide feedback here: <https://forms.office.com/g/vbkk5b64k5>

MULTNOMAH COUNTY SHERIFF'S OFFICE
GUIDELINES TO COMPLETE TRAVEL AND TRAINING APPLICATION FORM

*Please do not copy and submit this worksheet to the Travel Coordinator.
The Commander will forward the approved Travel & Training Application to
the Travel Coordinator at least 30 days prior to travel/training.*

Applicant will:

Check When Completed

- 1. **Complete all Travel and Training Application sections.** Call Travel Coordinator for **lodging**, airfare, and rental vehicle quotes to include on application before submitting it for approval.
- 2. **Include** lodging quote, nightly rate, the tax percentage, and the # of nights on application.
- 3. **Attach course announcement** copy with completed application, including agendas and schedules.
- 4. **Keep copy** of completed application and all attachments.
- 5. **Forward completed application to supervisor, and chain of command for approval.**
- 6. **Contact Travel Coordinator** 10 days after submission, if not contacted earlier regarding approval.
- 7. **Submit original lodging receipts to Fiscal within 7 days of trip's completion**, even if paid for in advance. This also includes incurred unexpected expense receipts, but not required for per diem. Business phone calls are reimbursed totally while personal phone charges are reimbursed up to an average of \$5 per day. Reimbursement check takes approximately 21 days, after receipt of all applicable receipts, if applicable
- 8. **Submit Certificate of Completion** or similar form to Training Unit within 30 days of training completion.

Supervisor will:

- Comment and forward application** for approval prior to 30 days of travel/training date.

Commander will:

- Comment and forward application** to Travel Coordinator ASAP after approval.

Travel Coordinator will:

- 1. **Assist applicant** in completing application, providing **lodging**, airfare, and rental vehicle quotes.
- 2. **Notify applicant** of application approval, once the approved application is logged in.
- 3. **FAX, scan or email course registration** and payment information to trainer/conference vendor. Forward registration confirmation to applicant.
- 4. **Make lodging, airline, and car rental reservations.** Provide applicant itinerary.
- 5. **Process applicable Fiscal Unit forms and per diem calculations.**

Fiscal representative will:

- Forward travel advance** and/or coordinate issuance of temporary Dept Travel Card as necessary.
- Complete trip settlement** within 21 days after receipt of applicable receipts.



MULTNOMAH COUNTY SHERIFF'S OFFICE TRAVEL AND/OR TRAINING APPLICATION



Complete & submit within 30 days of event, to 503/350/Travel

SECTION A: Applicant Information

Name: _____ DPSST: _____
 Date: _____ Interoffice Mailing Address: _____
 Department/Unit: _____ Days Off: _____
 Daytime Phone: _____ Work E-mail Address: _____

SECTION B: Travel and Training Course Data

Course/Training Title: _____
 Course Dates: from _____ to _____ (Month/Day/Year)
 Travel Dates and Times: Depart for training at _____ o'clock on _____
 (Time) (Date)
 (This is necessary for figuring your per diem.) Arrive back at _____ o'clock on _____
 (Time) (Date)
 Course/Training Location: _____ Within 55 miles of Portland? Yes No

SECTION C: Travel and Training Cost Data

Registration Fee: \$ _____ \$0 registration fee, so I registered myself: _____ (Attach registration confirmation.)

(Always attach a copy of the course announcement, schedule, e-mail, invitation, agenda and/or flier.)

Lodging Name, address, phone number: _____

Lodging cost: \$ _____ /night + \$ _____ tax X _____ nights = \$ _____

(Travel Coordinator makes lodging reservations. See Instructions, page 1.)

Airfare Cost: \$ _____ Ground Transportation: _____ County Vehicle _____ Personal Vehicle _____

Shuttle/Taxi _____ Rental _____ Rental Cost: \$ _____ (As you complete this form, please call the Travel Coordinator, 503-988-4337, for an estimate of lodging, airfare and/or rental cost. **Please do not** insert costs that you find via online sites, such as Travelocity or Alaska, as dictated by MCSO's contract with CTM.)

By signing this application, I acknowledge that I have read, and will comply with, the travel requirements as described on page 1 of this application. Failure to comply with these requirements may result in a required refund to the County of some or all costs.

1. Applicant's Printed Name & Signature: _____ Date: _____

2. Supervisor Comments: _____

Approved On Duty: _____ Approved Off Duty: _____ Denied: _____ Adjust Shift: _____ Date: _____

Supervisor's Printed Name & Signature: _____ Date: _____

3. Manager Comments: _____

Approved On Duty: _____ Approved Off Duty: _____ Denied: _____ Adjust Shift: _____ Date: _____

Manager's Printed Name & Signature: _____ Date: _____