



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #27



PROCEDURE FOR PROFESSIONAL TRAVEL

EFFECTIVE

01/JUN/99

REVISED

28/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to document the procedures for requesting professional travel expense advances and/or reimbursement once approval for such travel has been received. This Policy does not supersede the City of Highland Park Employee Handbook or Professional Training and Travel Approval Procedures of the City of Highland Park.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

3.1 Travel, Training and Expense Reimbursement Request Form

- 3.1.1 Upon receipt of approval to attend a training course, conference, seminar, etc. pursuant to the provisions of Highland Park Fire Department Standard Operating Guideline O-301, Training Division Operations, or as otherwise approved by the Fire Chief for job-related travel, and employee shall submit a City of Highland Park Travel, Training and Expense Reimbursement Request form as soon as possible. Attached to this form should be a brochure or information sheet regarding the event, if available.
- 3.1.2 The Travel, Training, and Expense Reimbursement Request form will be reviewed by the Deputy Fire Chief, and modifications made as necessary. The form will be forwarded to the Fire Chief for approval and submittal to the City's Human Resources Office (HR).
- 3.2 Employees shall be provided lodging and expenses for the actual dates of attendance at the event. In addition, lodging and expenses for the evening/night before early morning event and/or the night after an evening event shall be provided, if necessary.
- 3.3 Employees will be responsible for making all arrangements for their own lodging, travel, and event registrations pursuant to the City of Highland Park Travel and Training Approval Procedures.
- 3.4 Meal expenses are to be calculated, and will be paid, at rates indicated the City of Highland Park Professional Training and Travel Approval Procedures document. Meals that are included in the conference/course/seminar registration will not be paid by the City. Meal and food expenses are considered "per diem." This means that employees may spend more or less than this amount as they desire, but will be reimbursed this amount for meals no matter how much is actually spent.
- 3.5 Pre-payment for travel, event registration, and lodging expenses shall be made with a City check. Purchase requisitions will be created for these expenses by the Deputy Fire Chief or his designee prior to forwarding of the request form to H.R. Registration forms and other forms which must accompany payment should be filled-out by the employee and attached to the Travel and Training Request form when it is submitted.
- 3.6 If the employee is driving to the event, a City of Highland Park vehicle shall be requested in writing as far ahead of time as possible, with the dates needed specified. Such City vehicle will be used for event-related travel only. Those choosing to use a personal automobile instead will *not* be reimbursed for mileage or fuel unless use of such vehicle was necessitated by the unavailability of a City vehicle as indicated by a denial of the written request.
- 3.7 Advance checks for meals and estimated other expenses to be incurred by the employee will be distributed to the employee shortly before the departure date.

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- 3.8 Employees are to retain receipts for *all* expenses incurred during the trip except those for meals. This means manual toll booths must be utilized and receipts retained if the Department I PASS is not used pursuant to Policy 35, I PASS Use.
- 3.9 Travel and Training Expense Report
- 3.9.1 To reconcile expense estimates and advances received with actual expenses incurred, upon return, the employee shall submit a Travel and Training Expense Report. Both pages of this form shall be completed and submitted as soon as possible after the employee's return, but in no event later than two weeks. All columns and rows on the second page of the form are to reconcile, and match the figures on the first page of the form.
- 3.9.2 Receipt for all expenses except meals (including lodging, tolls, fuel, etc.) shall be submitted attached to the Training and Travel Expense Report. Expenses will not be reimbursed without receipts.
- 3.9.3 If the Travel and Training Expense Report indicates that the employee owes the City, then a check from the employee payable to the "City of Highland Park," shall be attached to the form when it is submitted. If the City owes money to the employee, such will be processed by the Fire Chief's office through the Finance Department.

4.0 Reference

- 4.1 Highland Park Fire Department
- 4.2 City of Highland Park Employee Handbook
- 4.3 City of Highland Park Professional Training and Travel Approval Procedures

Approved:  Fire Chief