

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 2.18
	Effective Date: 06/13/05 Prv. Rev. Date: 06/05/22 Revised Date: 12/19/22
	Accreditation Standards:
Chapter: Personnel	
Subject: Travel	

2.18.3 OVERNIGHT TRAVEL OR OVERNIGHT TRAVEL FOR TRAINING (CONTINUED)

- Course agenda with times
- Registration fee/registration form that is published by the course
- Lodging expense estimate.
- Per diem (allotted daily allowance for meals and incidentals)
- Flight itinerary with airfare estimate
- Car rental estimate

Once the member has completed and electronically submitted the request, the form will automatically be routed through the member's appropriate chain of command for approval.

The Training Division Commander, or his/her designee, approves or denies each request. Factors such as the budget, the benefit to the department, the timeliness of the request, policy compliance issues, and the suitability of the requesting member for the intended purpose of the travel are considered for all requests. Therefore, the member should be thorough when explaining the reason for the training and/or travel. Training and/or travel paid by the LMPD must promote the department's mission in some manner.

The Training Division Commander, or his/her designee, reviews the packet for accuracy and cost-saving measures. The request and supporting documents will be delivered to the Deputy Chief/Chief of Staff, or his/her designee, for all appropriate approvals at least 14 days prior to the date of travel.

If a member is unsure of the approval status, he/she may contact the Training Division.

If the requested travel is denied, the Training Division Commander, or his/her designee, will forward the notification to the appropriate division commander.

Travel Profile

If the member is requesting overnight travel or overnight travel for training, once a request has been approved, the member will create a travel profile.

To create a travel profile, the member will need to do the following on a computer that is connected to the departmental network:

- Go to <http://mymetro.lou/>.
- Under the "Work Tools" column, click on the link for "Travel Request App."
- Click on "For Yourself" tab.
- Complete the required fields:
 - Name (how it appears on the member's driver's license, to include full middle name or middle initial).
 - **Workday** identification (ID) number.
 - Department number (the LMPD is 305).
 - Expense Approver (this is the name of the Training Division Training and Travel Designee).

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2.18.5 TRAVEL RECONCILIATION

The member will list all travel expenses, including direct payment (e.g. airfare, car rental, hotel, conference fees) in Concur no later than ten (10) business days after completion of the trip.

Original receipts in the name of the member who is claiming the expense must accompany the form. No receipts are required for expenses covered by the per diem allowance for meals and incidentals. The completed report and receipts will be sent to the Office of Management and Budget (OMB) Travel Division.

Upon completion of any outside training, the member will provide the Training Division with copies of certificates or other evidence of attendance for his/her training record within ten (10) days of his/her return to duty.

2.18.6 EXIGENT TRAVEL

In certain circumstances involving police business, travel may need to occur exigently. When delaying the travel may impede the effectiveness or efficiency of police services, the affected division/section/unit commander must seek approval through the Chief of Police, via the appropriate Bureau Commander. All paperwork should be submitted for processing as soon as practical. The traveling member will reconcile his/her expenses in Concur within 15 business days after his/her return.