

# HOMELAND SECURITY GRANT

## Training/Travel and Reimbursement Information



## CONGRATULATIONS

Your request has been approved for you to utilize UASI grant training funds for the **Western States Counter-Terrorism Seminar in Israel**. Travel/Per Diem is included. Up to 3 person(s) may attend not to exceed a total of \$16,500 for all attendees. Please forward this information to all attendees.

**Approval to use UASI funding is not approval to attend this event/training.**

- You **MUST** submit a departmental training request form through your chain of command and attach a copy of this email notification of UASI approval to your training request packet.
- Ensure that you have a 45-day window for out of state training as required by the COP and City Manager's Office. 30 days for local training.
- The index code for your request is [REDACTED] the grant/detail code will be PDCTTR/15LPDT
  - Please indicate this grant/detail code on your training request form in the course code/control No. box. Do NOT use your normal index code.
- If you submit a formal training request for this training/conference it is your responsibility to follow up on the approval process
  - If your training dates are approaching and you have not received approval, please contact your Bureau Office to inquire on the status.

## REGISTRATION

You will be required to register for the event through the vendor. The Fiscal Division can make the registration payment for you so you should not have to deal with reimbursements. If you need to register/pay using your own funds (e.g. online registration only), please indicate that fact on your training request to assist with reimbursement.

## HOTEL EXPENSES

Only GSA allowable hotel rates are reimbursable by the grant, to find the correct rate:

- Go to [GSA.gov](http://GSA.gov)
- Click on Per Diem Rates and enter the city and state or the zip code of the hotel.
- This amount (*excluding tax/fees*) is the max that can be reimbursed by the grant.

If multiple officers are traveling, rooms must be shared. Single occupancy must be approved by a Commander or Deputy Chief. Customary exception is opposite genders. **Expenses above GSA rates will be charged to your Detail's index code and the specific dollar amount must be indicated in the travel request memorandum (see ex. memo on PD-Intranet).**

*Tip: When booking hotels, ask if "Government Rates" are offered. Most large hotels are accustomed to GSA per diem restrictions and have rates tailored to fit within them.*

## MEALS

Allowable meal expenses

- \$50 per day
- Maximum 15% gratuity

Receipts must be itemized. Any receipt which only has a total paid (ex. Credit Card receipt w/ only a total), but does not list items will be rejected for reimbursement.

**Important: Alcohol is not reimbursable and cannot be on any receipt. If alcohol is on the receipt, the meal will not be reimbursed.**

*Tip: If ordering an alcoholic drink after work hours, ask for it on a separate check.*

## TRAVEL

Air Travel

- Booking flight through the City's travel agent is preferred. Attendees may book their own travel and seek reimbursement.
  - Please contact Fiscal Division's Gina Liwanag at [Gina.Liwanag@longbeach.gov](mailto:Gina.Liwanag@longbeach.gov) or 570-5530 to make arrangements for City travel.
- Upgrades such as extra legroom, first class, flight changes or excessive baggage fees (typically more than one piece) is disallowed without a documented justification.

Automobile Travel

- Use of a Personnel vehicle is only allowed if a City vehicle is unavailable, reimbursement is on a mileage basis of \$0.575 per mile
- Mileage reimbursement form can be downloaded at <http://clbnet/civica/filebank/blobdload.asp?BlobID=19422>
- Cab or shuttle service is reimbursable, be sure to save receipts
- Use of a rental car should be noted on your Travel and Training Request or will not be approved

## TRAVEL AND TRAINING APPROVAL PROCESS



### Officer Completes Forms

Forms are located outside of PD-Fiscal or in many division's offices. Contact division and bureau administrative staff for assistance filling out forms.



### Home Bureau Approval

Complete packets are routed through the chain-of-command. Must be reviewed and signed by supervisor, Commander, and Deputy chief. Packets then go to the Support Bureau



### Support Bureau

Support Bureau coordinates approval process once received from home bureaus. Requests for status updates can be directed to Support.

Forms are either approved if in-area or routed to the Chief's office and City Manager for overnight travel



### Financial Bureau

After forms are fully approved, Support Bureau submits documents to the Financial Bureau and notifies the officer. Flights are booked and registration paid.

Forms are filed to be matched with reimbursement expense reports.

**Important:** Out of town Travel/Training requests must be initiated at least 45-days before training date or departure

### Forms:

#### Travel/Conference -Travel Request

- Obtain form from your Bureau Office
- Use the Grant Index code, not your own
  - Index codes are located on Page 1 of this document

#### Estimated Expense Report

- Include all potential costs, items not expressly approved cannot be reimbursed. Think through all potential incidentals like baggage fees, shuttle service and parking.
- Initial request is a "not-to-exceed" amount, quote all items at full-price. Do not assume any "early bird" registration discounts.
- Download form at <http://clbnet/civica/filebank/blobdload.asp?BlobID=18876>

#### City Manager Memorandum (overnight or out-of-state travel)

- Example memorandum can be found at <http://clbnet/police/fiscal/reimbursements.asp>

If you are unable to attend this training, you must advise the Fiscal Division's Gina Liwanag at [Gina.Liwanag@longbeach.gov](mailto:Gina.Liwanag@longbeach.gov) ASAP to cancel payment.

- If you cannot/do not attend, UASI will not reimburse the department for any expenses. Your Division/Detail will be required to use their index code for the charges.

## TRAVEL AND TRAINING REIMBURSEMENT

**You will be required to provide a certificate of completion/proof of attendance for the training/conference upon your return in addition to originals of all receipts. Documents must be submitted within TWO weeks.**

- This is required by UASI.
- Failure to provide this certificate may result in the delay of your reimbursement (if applicable).
- Proof of attendance should be emailed to [PD-UASI-Training@longbeach.gov](mailto:PD-UASI-Training@longbeach.gov) and additionally be submitted as a part of your reimbursement package to Fiscal.
- Please route your reimbursement requests through your division secretary.

**Important:** Reimbursement checks must be cashed before the grant deadline

**Attendee Completes Expense Report** - A second and final Expense Report is completed with actual amounts. The paperwork is reviewed and signed by a Bureau Chief, then forwarded to PD-Fiscal. Important: All expenses must be substantiated with back-up. Originals of itemized receipts, certificates of completion, conference sign-in sheets, flight tickets etc. must be included. Tape all supporting back-up documentation to white printer paper and attach behind the expense report.

**Note:** Circle amounts on receipts, do not highlight.

**Fiscal Review** - Financial Bureau provides the final review. Items are checked one-by-one for appropriateness and backup. Items allowed by city policy, but not grant reimbursable are charged to attendee's home index code. Items not substantiated with backup or disallowed by city policy will not be reimbursed. Final reimbursement (Direct Payment) form is prepared and sent to Accounts Payable.

**Reimbursement** - Accounts Payable reviews payment, then the Auditor's office, then a physical check is printed centrally and is sent interoffice to PD-Fiscal. PD Fiscal will email the attendee when the check is ready. The attendee can then pick-up the check in PD Fiscal (2nd floor, 400 W Broadway, 09:00 - 16:00)

**Note:** Please allow at least two-weeks from submission of the expense report before asking for a status update.

## ADDITIONAL INFORMATION

Additional info regarding, training requests, travel restrictions and the reimbursement process can be found at the following links.

Training Request Information

<http://clbnet/civica/filebank/blobdload.asp?BlobID=19741>

Training and Travel Fact Sheet

<http://clbnet/civica/filebank/blobdload.asp?BlobID=18505>

As a reminder, Alcohol **CANNOT** be on UASI receipts. Any receipt submitted with alcohol listed on it will not be reimbursed by UASI. Get a **SEPARATE** check and receipt.

If you have any questions, please call PD-Fiscal at 8-5530, 8-6377 or send an email to [PD-UASI-TRAINING@Longbeach.gov](mailto:PD-UASI-TRAINING@Longbeach.gov)