

# Procedural Directive

California State University  
**NORTHRIDGE**  
University Police Department



**To:** All Department Personnel  
**From:** Jim Villar  
**Date:** January 7, 2015  
**Directive Number:** **2006-05**  
**Supersedes/Amends:** February 25, 2009 version; October 7, 2009 version;  
February 16, 2011 version; January 8, 2014 version.  
**Re:** Travel Procedures

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This directive establishes the procedures to be followed when assigned to business travel for the Department of Police Services. This directive delineates the duties of the Training Coordinator, the staff who will be traveling (the Traveler) and the designated Travel Coordinator for the Traveler's department in regards to arrangements for travel.

## Authorized Department Travel Coordinators

Authorized Travel Coordinators for the Department of Police Services are:

Ana Gutierrez: Police Division – all personnel  
Kimberly Bridenstine: Police Administration - as approved by the Chief of  
Police  
Ana Gutierrez: Parking Division

Assistant to the Captain, Special Services Division

## Approval of Travel

When a member of the department has been approved by the Chief of Police for travel to attend training or a conference, a Personnel Order will be issued by the Training Coordinator detailing the date, time, place and purpose of the travel. The

order will also include any driving instructions or special requirements concerning the assignment. The Training Coordinator will provide a copy of the personnel order (with information pertaining to registration fee and itinerary) to the appropriate Travel Coordinator.

If the travel does not involve training, approval to travel must be documented by the Traveler's supervisor. A copy of the supervisor's approval to travel will be submitted to the appropriate Travel Coordinator by the Traveler or the approving supervisor.

### **Traveler's Responsibilities**

Upon receipt of the personnel order or the approval to travel, the Traveler will receive the *Request Approval of Travel / Travel Advance form* (reference A) in his / her mailbox for signature.

Once this form has been signed, the Travel Coordinator will make the necessary travel reservations, i.e. hotel reservations, airline arrangements, etc. The Travel Coordinator will provide the Traveler with confirmation documents/numbers and the travel itinerary before going on the trip. If hotel accommodations are included in the travel arrangements, the Travel Coordinator will provide the Traveler with state form number STD236 *Hotel/Motel Transient Occupancy Tax Waiver* (reference B). This form is to be presented by the Traveler when checking in at the hotel. If the hotel accepts the state *Transient Occupancy Tax Waiver*, no room taxes will be charged to the department for this hotel reservation.

**Note:** If hotel accommodations are included in the travel arrangements, a standard room reservation will be made for the Traveler. The standard room reservation for the Department of Police Services is comprised of a queen-size bed with a non-smoking designation. If two employees of the same gender are attending the same training and/or conference, it is departmental policy that they will share a room unless lodging is being reimbursed for each traveler by an external source (ie. POST, charitable foundation, etc.). Any requests for exceptions to this policy must be submitted in writing to command staff for consideration prior to the making of the travel arrangements. Exception will not normally be made unless there are compelling reasons involved.

If a change needs to be made in the itinerary after the travel arrangements have been made, approval by the Traveler's supervisor and appropriate member of the Command Staff must be obtained **prior** to any changes. If the supervisor approves changes to the itinerary, the Travel Coordinator must be immediately notified and a *Travel Information Change Request* form (reference C) must be filled out.

At conclusion of travel, the Traveler will submit a *DPS Travel Expense Itemization Worksheet* (reference D) to the Travel Coordinator along with those original receipts

required for reimbursements ie. hotel, parking fees, taxi/shuttle, etc. within 2 days upon his/her return to work. For incidental expenses, the traveler shall document the type of expense and amount in section E of the Travel Expense Itemization Worksheet. Once the traveler submits this worksheet with any required receipts, the appropriate travel coordinator will prepare a final *STD262 Travel Expense Claim* (reference E) form for the traveler to sign. The traveler shall return this claim form to the travel coordinator signed, within two business days after receiving the form. Prompt return of the final claim forms are of the utmost importance for processing.

### **Duties of the Travel Coordinator**

Upon receipt of the personnel order or the approval to travel, the Travel Coordinator will prepare the Request Approval of Travel / Travel Advance form.

Once the required travel documents have been signed by the Traveler, the Travel Coordinator will forward a copy of the *Request Approval of Travel / Request for Travel Advance form*, if a travel advance is needed, to Accounts Payable. Otherwise, the form should be submitted along with the Travel Expense Claim form.

The Travel Coordinator will make all the necessary hotel and transportation reservations. Hotel expenses and conference fees, if any, are to be paid through the department assigned US Bank card. This card is strictly limited to the aforementioned expenses and can not be used for any other types of expenses.

**NOTE:** It is **required** that as soon as charges are incurred on the department assigned US Bank card, the *Request Approval of Travel /Travel Advance* form must be submitted to Accounts Payable to facilitate reconciliation of the American Express statement. Failure to follow this procedure will result in suspension in the use of the departmental card. The department Travel Coordinator will also send to the University Accounts Payable Travel Coordinator an email explaining what charges were incurred on the card (ie. tuition fees or hotel room & tax only).

If hotel accommodations are required, The Travel Coordinator will use the department assigned US Bank card to make the standard DPS room reservation for the Traveler. The Travel Coordinator is responsible for notifying the hotel that the reservation is being billed to a department assigned card and the Traveler will **not** present the card when checking into the hotel.

If transportation arrangements need to be made for airplane and/or car rental reservations, the Travel Coordinator will make these reservations through Plaza Travel (on-campus) via telephone or e-mail. For car rentals, the Travel Coordinator will instruct the agency that it is to be reserved and billed on the CRBTA (Car Rental Business Travel Account). Rental cars require the approval of the Chief of Police.

If the training provider or the conference planning organization does not accept the US Bank card for fees, a *Request for Travel Advance* must be submitted to Accounts Payable so that a check will be processed and given to the Traveler before they must leave on the trip.

**NOTE:** *Accounts Payable processes checks on Thursdays only for release the next working day so plan accordingly.*

In the event that any of the following changes regarding a travel itinerary need to be made, upon approval of the Traveler's supervisor, a *Travel Information Change Request* will be submitted by the Travel Coordinator to Accounts Payable:

1. Change account number(s) to be charged
2. Increase / Decrease expenditure limit
3. Change itinerary
4. Cancellation of trip

Upon receipt of the *DPS Travel Expense Itemization Worksheet* and original receipts required of the Traveler, the Travel Coordinator will fill out *STD262 Travel Expense Claim* (exhibit E) and submit to Accounts Payable for reimbursement of the Traveler's out-of-pocket expenses.

### **References:**

- A – Request Approval of Travel / Travel Advance Form
- B – STD236 Hotel/Motel Transient Occupancy Tax Waiver Form
- C – Travel Information Change Request
- D – Department of Police Services Travel Expense Itemization Worksheet
- E – STD262 Travel Expense Claim Form

All the above CSUN Travel Manual, Information, and Documents references may be viewed at the following website: <http://www.csun.edu/travel/>.