	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject **BUSINESS TRAVEL AND TRAVEL EXPENSES**	**Policy Number** **GD-21** **Effective Date** **12-19-25**

Related Information	**Supersedes**
CP-2, *Code of Conduct* Code of Federal Regulations (CFR), Title 49 section 1544.219 GE-2, *County Purchase Cards* GE-4, *Use, Assignment, and Operation of Vehicles* GH-2, *Internal Investigations* GH-5, *Early Identification System* Maricopa County Policy A2313, General Travel State of Arizona Accounting Manual (SAAM), section 50	GD-21 (10-07-22)

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for general travel practices in accordance with Maricopa County Policy A2313, General Travel. Additionally, this Policy provides guidance specific to the processing of required training and travel requests, extraditions, and investigative travel exceptions for employees.

Although this Office Policy refers to employees throughout, this Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to ensure official travel/training is properly authorized, reported, and reimbursed. Reimbursements for travel and related expenses are based on the established current federal General Services Administration (GSA) rates or the State of Arizona Accounting Manual (SAAM) as applicable.

DEFINITIONS

Duty Post: The place where an employee spends the largest portion of their work hours, or the place where an employee returns upon completion of a special assignment. This definition shall apply to assignments in which a significant portion of the shift is regularly spent driving, flying, or otherwise traveling within the state. There is no fixed duty post during such travel; therefore, the conveyance becomes the designated duty post.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

General Services Administration* (GSA)*: A federal agency responsible for the administration of the Federal Travel Regulations and for setting domestic per diem rates. Maricopa County uses these rates for lodging, meals, and incidental expense reimbursements (www.gsa.gov).

Incidental Expenses: Uncategorized expenses which include things such as tips for baggage handlers, room service, room maintenance, or laundry. On trips made for purposes other than extradition, incidental expenses are covered by the per diem rate. Per diem rates are determined by the federal General Services Administration (GSA) Per Diem Rates or by the State of Arizona Accounting Manual (SAAM), depending on the funding source of the travel.

Lodging: Overnight accommodations which include mandatory room charges, resort fees, and parking charges. When determining pricing for lodging by State, refer to the federal General Services Administration (GSA) Per Diem Rates or where appropriate, the State of Arizona Accounting Manual (SAAM).

Per Diem: An allowance for meals, including tips, and incidental expenses, which varies according to geographical destination. Per diem is determined by referring to the federal General Services Administration (GSA) Per Diem Rates or where appropriate, the State of Arizona Accounting Manual (SAAM).

State of Arizona Accounting Manual* (SAAM)*: Generally accepted accounting principles used by the State of Arizona. Travel funded by Arizona grants, Arizona Peace Officer Standards and Training Board (AZPOST), or Jail Enhancement Funds (JEF) must follow the reimbursement rates found in SAAM, Title II.

Transportation Expenses: Expenses associated with transportation which include, but are not limited to, parking, tolls, and fuel.

Travel Status: A condition which occurs as a result of an employee conducting appropriately approved, necessary Office business away from their designated duty post out-of-county and the period of travel is expected to last a minimum of 12 hours. Employees whose position requires regular and recurring travel within the state are not in a travel status.

PROCEDURES

1. **Legality and Accuracy of Travel/Training Claims:** Employees shall ensure they have a clear understanding of allowable travel/training expenses before departing. Employees are directly responsible for the legality and accuracy of their individual travel/training claims.

   A. Under no circumstances shall expenses for personal travel/training be charged to, or be temporarily funded, by the Office.

   B. Claims submitted for unauthorized travel/training expenses will not be honored and are not reimbursable.

   C. Employees are prohibited from making their own hotel, airline, rental car arrangements, or conference reservations. The Travel Unit shall be used to make these arrangements, except for extradition travel. The Extraditions Unit shall coordinate hotel, airline, and rental car arrangements for scheduled extradition trips.

   D. Employees who knowingly and willfully submit falsified travel/training claims shall be subject to disciplinary action, up to and including dismissal from employment, and possible criminal prosecution, as specified in Office Policy GH-2, *Internal Investigations*.

2. **Travel/Training Requirements:** Required travel/training requests shall be processed by the Travel Unit of the Financial Services Division, unless otherwise specified in this Policy.

   A. General Training: Employees requesting to attend training, other than internal training, shall submit their training request to the Travel Unit under the following provisions:

      1. Employees shall include associated registration contact information, course descriptions, agenda, or brochure with the training request for processing by the Travel Unit; and

2. Internal training provided by the Training Division may be requested through sign-up or application submission, as stated on the training announcement provided by the Training Division.

B. General Travel: Employees requesting travel for necessary Office business shall submit their travel request to the Travel Unit under the following provisions:

1. Employees who meet the requirements of travel status are eligible for travel allowances and reimbursement including per diem, lodging, and transportation costs as applicable. Employees authorized to be in a **travel status shall** submit their travel request to the Travel Unit; and

2. Employees **not** meeting the requirements for travel status are not eligible for travel allowances and reimbursement.

C. Travel/Training Submission: Required travel/training requests shall be submitted through the chain of command to the respective bureau chief for approval, prior to being submitted to the Travel Unit.

1. Division commanders should exercise discretion in sending the appropriate number of employees to the same training, seminar, conference, or meeting.

2. Except for investigative travel and extraditions, travel/training requests for employees authorized to be in a travel status for in-state and/or out of state travel, within the continental United States, must be made in advance of the travel.

3. Required travel/training requests with an associated cost must be received by the Travel Unit at least 60 business days prior to the travel/training date.

4. Required travel/training requests with no associated cost should be received by the Travel Unit at least 30 business days prior to the travel/training date.

3. **Travel/Training Request Processing**: Required travel/training requests submitted to the Travel Unit shall be processed as follows:

A. General Travel: Employees submitting requests for travel/training to the Travel Unit shall complete a *Travel/Training Request* form. This form is located on the Office's shared drive in the Official MCSO Forms folder.

1. Employees shall complete the *Travel/Training Request* form and attached travel justification memorandum with as much information as possible.

a. The information provided on the applicable sections of the *Travel/Training Request* form shall include the dollar amount for registration and the estimated travel costs, which include transportation, per diem, and hotel accommodations at the lowest estimated amount. The Travel Unit may be contacted for assistance in obtaining this information;

b. Airfare cost estimations should include baggage fees, as applicable; and

c. Lodging fee estimations should include any mandatory fees, referred to as resort fees, and parking fees, as applicable. Baggage, resort, and parking fees shall be listed under miscellaneous in the Travel Costs section of the *Travel/Training Request* form.

2. Employees shall complete the attached travel justification memorandum describing the training or purpose of the travel.

   a. The information provided on the attached travel justification memorandum of the *Travel/Training Request* form shall include any special requests required for the travel including, but not limited to:

      (1) Specialized hotel considerations;

      (2) Lodging cost exceeding the maximum rate;

      (3) Specialized cost/fee considerations; and/or

      (4) Request for specialized vehicle type or size associated with the travel.

   b. Employees are responsible for verifying their travel/training eligibility prior to submission of the travel/training request. This includes associated training prerequisites and/or travel REAL ID requirements.

3. The *Travel/Training Request* form, attached travel justification memorandum, and any associated documents, such as agendas, and training announcement flyer/brochures, shall be forwarded through the chain of command to the respective bureau chief for approval. If approved, the bureau chief shall forward the documentation to the Travel Unit.

4. The Travel Unit shall attempt to ensure the timely processing of travel/training requests; however, any requests with an associated cost not received from the respective bureau chief at least 60 business days prior to the travel date may be denied.

5. Travel/training requests with an associated cost shall require the final financial approval of the Office Chief Financial Officer (CFO).

B. Investigative Travel: If time permits, investigative travel requests should be submitted, as specified in this Policy. However, in exigent circumstances, travel may begin with a verbal approval from the respective bureau chief. If investigative trips **do not use** the services of the Travel Unit, a *Travel/Training Request* form **is not** required. If the Travel Unit was used for the investigative travel, the flowing shall occur:

1. Within five business days of the completion of investigative travel, the *Travel/Training Request* form, included travel justification memorandum and associated documentation, shall be submitted for final approval through the employee's chain of command to their respective bureau chief and CFO; and

2. The bureau chief or the CFO shall forward the approved documentation to the Travel Unit.

C. Extradition Travel: Extradition travel requires a valid court directive or extradition authorization document which necessitates official travel. Documents for extradition travel shall be coordinated by the Extradition Unit.

4. **Travel Approval Requirements:** Submitted travel shall have prior approval, unless otherwise specified in this Policy.

   A. Out of state travel within the continental United States in excess of $2,500, such as training, Office business, and investigative travel, shall require the approval of the respective executive chief or designee. The only exception will be extradition trips, which shall be exempt from this provision.

   B. Claims for unauthorized travel expenses cannot and shall not be paid.

   C. After the employee has been officially notified their travel has been approved, they shall immediately inform the Travel Unit of any pertinent information they have which may assist with the travel arrangements.

   D. An employee in approved travel status shall be entitled to reimbursement of the various expenses, as specified in this Policy, and appropriate Workman's Compensation Benefits through the Maricopa County Risk Management Division.

5. **Cancellation of Approved Travel:** Reservations for services such as hotels are frequently guaranteed at the time of the reservation. Guaranteed reservations can often be canceled without penalty if done far enough in advance of the scheduled arrival.

   A. It is the obligation of each employee scheduled for travel to cancel reservations as soon as reasonably possible if they are unable to travel.

      1. The employee shall immediately notify their chain of command of the cancellation and the supervisor shall immediately notify the designated Travel Coordinator in an e-mail or memorandum of the change.

      2. An employee shall not transfer approved travel to another employee without supervisory approval and notification to the Travel Unit.

   B. Employees who, without authorization, make travel arrangements beyond their pre-arranged travel plans may be held liable for any charges incurred due to failing to cancel guaranteed reservations.

   C. Employees who are approved for travel and have received airline tickets in their name, but are unable to depart as scheduled, shall notify both their immediate supervisor and the Travel Unit as soon as possible. At no time shall the employee distribute tickets and reservations to another employee.

6. **Change in Established Travel Plans:** Changes to established general and investigative travel plans, other than extradition travel, shall be approved by the respective bureau chief approving the travel.

   A. Any change to travel plans which incur additional expenses must be justified as Office business and shall be submitted in writing to the Travel Unit. The Travel Unit will request financial approval from the CFO.

   B. Any need for a change in travel plans for personal reasons shall be documented in writing and approved by the respective bureau chief prior to the travel. The Travel Unit shall be notified immediately by the employee of any need for a change in travel plans.

C. The Travel Unit shall be notified immediately by the employee of any cancellation of approved travel.

D. Employees encountering problems during travel which deviate from the pre-established travel arrangements, such as problems with airline, hotel, or rental car reservations, should immediately contact the designated Travel Coordinator for resolution. Employees encountering significant changes in their pre-established travel plans, such as those which affect the employee's previously approved work schedule, shall notify their immediate supervisor of the travel plan changes.

7. **Travel Allowance Advances:** Employees are eligible for an advance travel allowance upon approval of travel.

A. General and Investigative Travel:

1. If time permits for processing an advance travel allowance, the allowance shall be disbursed on the employee's regular paycheck immediately prior to the travel.

a. Conferences, meetings, seminars, lodging, as well as transportation costs by common carrier shall be paid to the vendor by the Travel Unit.

b. The employee shall receive 75% of the per diem allowance paid to the employee pre-travel. The remaining 25% is paid to the employee post-travel.

2. If time does not permit for processing an advance travel allowance because the travel request is received close to the departure date, the employee must use personal funds, which shall be reimbursed on the employee's next applicable paycheck, following the travel request approval and processing.

a. Claims which include lodging and transportation by common carrier or rented automobile shall be accompanied by itemized receipts which have been stamped "PAID," or otherwise acknowledge payment of charges. Airline travel claims shall be accompanied by the airline ticket.

b. Receipts are required for local public transportation. In the absence of receipts, a memorandum must be submitted to enumerate and justify the expenses incurred.

c. Claims for per diem expenses shall be accompanied by receipts. In the absence of receipts, a memorandum must be submitted to enumerate and justify the expenses incurred.

3. Advances shall constitute a lien against wages. Unexpended travel advances shall be repaid to the Travel Unit by personal check, cashier's check, or money order made payable to the Maricopa County Sheriff's Office. The check or money order shall be forwarded to the Travel Unit for deposit within ten working days of the employee's return.

B. Extradition Travel:

1. Per diem processing will be completed by the Extraditions Unit once the completed travel packet is turned in and shall be reimbursed on the employee's next applicable paycheck.

2. Checks will be issued for extradition per diem only if the traveler is a volunteer, as they are not paid employees and cannot receive their per diem through the Maricopa County payroll system.

8. **Transportation:** Transportation may occur in Office, personally owned, or rented vehicles; inter-city buses; trains; commercial air carriers; or local public transportation.

A. Personally Owned Vehicles: Approved travel in personally owned vehicles shall be by the most direct, regularly traveled route, as computed from a highway map, Global Positioning System (GPS) or odometer reading, and subject to the provisions of Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*. The allowance for this travel shall be based on the current authorized mileage rate set by the federal GSA, or limits set by grant funding that do not exceed the federal GSA mileage rate.

B. Rented Vehicles: Investigative and extradition travel may utilize rented vehicles based upon the geographical destination and with prior approval of the appropriate commander. Other use of rented vehicles for travel purposes shall be authorized in advance by the Undersheriff or designee.

1. Employees shall have a valid driver's license to operate a rented vehicle while conducting Office business.

2. The comprehensive collision liability insurance offered by the rental car company shall be waived as Maricopa County is self-insured and covers rented vehicles. If the employee purchases the comprehensive collision liability insurance, they shall not be reimbursed for the expense without prior authorization.

3. Vehicle rental for extradition travel is authorized and arranged by the Extradition Trip Coordinator. A full-size vehicle shall be authorized unless specific needs for the travel dictate differently. For example, a larger vehicle may be authorized for extradition trips if it is necessary to pick up multiple prisoners.

4. Except under exigent circumstances, vehicle rental for investigative travel shall be coordinated by the Travel Unit with prior approval from the appropriate commander. The needs of the investigation shall determine the appropriate size of the vehicle. For example, a SUV or truck may be necessary to transport equipment or evidence. Exceptions to the vehicle type or size must be approved prior to travel. A request for a different type or size vehicle requires explanation of the need within the attached travel justification memorandum of the *Travel/Training Request* form.

C. Commercial Air Carriers and Ground Transportation:

1. Transportation by commercial air carriers shall be at the lowest practical airfare rate at the time of trip authorization and shall be booked by using internet booking or directly with the airlines.

2. Transportation to and from common carrier terminals shall be by hotel courtesy vehicle, when such service is available.

3. Ground transportation, including busses, taxis, Lyft, Uber, and similar transportation services, may be authorized to and from carrier terminals or for other official Office

business, such as transport between approved accommodations and conferences, meetings, or seminar sites.

a. Transportation decisions shall be made with consideration for the most economical commuting option.

b. Upgraded and/or premium transportation services may not be eligible for reimbursement, unless they are completed for business related activities, such as ridesharing with another traveler.

D. Office Vehicles: A bureau chief or their designee may authorize the use of Office vehicles anywhere within the continental United States to conduct official law enforcement activities, extradition trips, or investigations in relation to their areas of responsibility.

1. Office vehicles may be used for attendance at an approved seminar or training event. The initial *Travel/Training Request* form must indicate the intent to use an Office vehicle. The employee shall complete the Ground Transportation section of the *Travel/Training Request* form. Transportation charges deemed appropriate by the Financial Services Division shall be recommended to the division commander who approved the training.

2. Any administrative use of Maricopa County vehicles outside of Maricopa County, in which reimbursable expenses are anticipated, shall have the prior written approval of the bureau chief or designee.

3. Under no circumstance is an Office vehicle to be used for personal use in or out of state while in a travel status. Unless prior approval has been received, only authorized employees are to be in the vehicle while traveling, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.

E. Transportation Expenses:

1. Charges for fuel shall be covered as transportation expenses when proper receipts are submitted.

2. Tolls shall be reimbursed without receipts for general or investigative travel. For extradition travel, a written memorandum is required for reimbursements of tolls without receipts.

3. Parking:

a. Employees shall use self-parking when available. Valet parking is prohibited and not reimbursable unless a self-parking option is unavailable.

b. Short-term parking may be reimbursed, on a case-by-case basis, with a receipt or written statement and shall be submitted to the Travel Unit.

c. Long-term parking may be reimbursed if the traveling employee can demonstrate it is less expensive to use long-term parking rather than pay for a round-trip airport shuttle or taxi service. If a long-term parking option is used:

(1) The traveling employee shall provide a written quote from a shuttle or taxi service, verifying their higher price.

(2) The traveling employee shall park in the East or West Economy parking lot at Phoenix Sky Harbor International Airport and the Economy or Long-Term parking lot at the Mesa Gateway Airport.

d. For extradition or investigative travel only, a limited number of parking passes for parking Office vehicles at Phoenix Sky Harbor International Airport are provided by the Extraditions Unit. When a parking pass is not available for an extradition trip, travelers must park in the short-term parking lot and pay for parking using the Maricopa County P-Card issued with the trip packet.

(1) Airport parking of an Office vehicle at Phoenix Sky Harbor International Airport for extradition travel is authorized.

(2) Long-term airport parking for investigative travel may be authorized if it is anticipated a prisoner may be transported from the airport to a jail facility, or when other investigative needs require the use of an Office vehicle to be parked at Phoenix Sky Harbor International Airport. This need should be documented within the attached travel justification memorandum of the *Travel/Training Request* form, concerning the use of an Office vehicle.

4. Transportation costs associated with non-business related activities will not be reimbursed. Such activities include, but are not limited to, the use of taxis, Lyft, Uber, and similar transportation services, for purposes of sight-seeing, entertainment, sporting events, and meals.

9. **Carrying a Weapon Aboard a Commercial Airline:** When traveling on Office business aboard any commercial airline and while carrying a weapon, the employee shall obtain authorization from the Transportation Safety Administration (TSA) and receive a TSA National Law Enforcement Telecommunications System (NLETS) unique alphanumeric identification number prior to departure.

A. The TSA NLETS unique alphanumeric identification number for carrying a weapon onboard a commercial aircraft can be obtained through the Office Extraditions Unit.

B. In accordance with TSA regulation, only full-time, sworn compensated deputies are authorized to carry a firearm onboard a commercial airline and must meet the requirements as set forth in Title 49, Code of Federal Regulations (CFR), Section 1544.219, if such travel may require the use of a firearm.

10. **Lodging:** Lodging shall be reserved at a commercial establishment and should always be reserved at the lowest available rate, to include resort fees, if applicable.

A. General and Investigative Travel:

1. When lodging is not reserved by the Travel Unit prior to travel, the commercial establishment's original itemized receipt is required for reimbursement. Procurement Card receipts in lieu of the original receipt will not be accepted.

2. Lodging expenses shall not exceed the limit, as specified in the federal GSA Per Diem Rates (www.gsa.gov), for each 12-hour day in a travel status. Any amount exceeding this limit shall be justified in a detailed memorandum and forwarded through their chain of command for approval.

3. If a non-Office employee shares a room with an employee, only the single room rate can be claimed, unless the non-Office employee is traveling on authorized official Office business.

B. Extradition Travel:

1. The Extraditions Unit accepts Maricopa County Purchase (P-Card) receipts for extradition trips. P-Card receipts shall be marked paid or show a zero balance.

2. Lodging expenses shall not exceed the maximum allowance prescribed in the Federal Travel Management Policy (FTMP) for extradition trips.

a. Occasionally, a special event or convention at the travel destination may require authorization for higher lodging rates. This should be brought to the attention of the Extraditions Commander and approved prior to booking lodging.

b. Extraditions personnel shall ensure this approval is documented in the *Prisoner Trip Expense Report*, in addition to a written memorandum as submitted by the employee. Without prior approval, unauthorized expenses shall become the responsibility of the employee.

C. Lodging costs incurred within 50 miles of the employee's designated duty post or residence within Maricopa County shall not be reimbursed unless the lodging is in the best interest of the Office, and has been approved by the executive chief or designee.

11. **Per Diem for Meals:** Employees authorized to be in a travel status, including extradition, are subject to the per diem limitations for meal amounts, as specified in the federal GSA Per Diem Rates (www.gsa.gov). The daily allowance shall be calculated for a calendar day, midnight to midnight.

A. General and Investigative Travel:

1. An allowance for meals, which includes tips, will be reimbursed at the federal GSA maximum meals and incidental expenses (M&IE) rate at the time of travel. The allowable per diem is 75% of the applicable M&IE rate for the first and last day of travel.

2. For meals provided on the day of departure and the last day of travel, the entire allocated meal cost shall be deducted from the decreased M&IE rate. The total amount of deductions made will not impact a traveler's allowance for incidental expenses.

3. Meals that are included in the conference/seminar registration fees shall be deducted from the allowance. Meals provided by a common carrier, or a complimentary meal provided by a hotel/motel shall not be deducted.

B. Extradition Travel: If the employee is not in travel status for an entire calendar day, then the daily allowance shall be prorated as follows:

1. The applicable meal and incidental expense rate shall be prorated, starting with the quarter day in which travel begins and ending with the quarter day in which travel concludes.

2. For each six-hour period that the employee is in travel status on that day, ¼ of the applicable meal and incidental expense rate shall be allowed.

3. Meal per diem for airline travel shall be calculated based on two-and-one-half hours prior to departure time and one hour after arrival time.

4. Per diem for inmate meals may be purchased using a Maricopa County P-Card, as specified in the Maricopa County Sheriff's Office Purchase P-Card User's Manual, located on the Office shared drive.

12. **Incidental Expenses – Extradition Travel:** If requested, incidental expenses incurred on an extradition trip shall be reimbursable up to a maximum of $5.00 per 24-hour period; refer to federal GSA Per Diem Rates (www.gsa.gov).

13. **Non-Reimbursable Expenses:** Non-reimbursable expenses shall include, but are not limited to, in-room purchases and/or movies, valet service, valet parking, liquor, and entertainment.

14. **Maricopa County Purchase Cards (P-Cards):** County P-Cards issued for travel expenses shall be used, as specified in Office Policy GE-2, *County Purchase Cards* and the Maricopa County Sheriff's Office Purchase P-Card User's Manual, located on the Office shared drive.

A. Maricopa County P-Cards shall be issued to personnel assigned to the Extraditions Unit. Cardholders shall adhere to Office guidelines concerning appropriate use, to include periodic audits of card activity. Cardholders shall accept responsibility and liability for inappropriate use of Maricopa County P-Cards.

B. Employees who apply for a Travel P-Card and those employees requesting credit limit increases for existing purchase cards shall go through the P-Card application process. The process shall be completed and approved by the chain of command in order to establish a P-Card or an increase to an existing card's credit limit. Employees shall refer to the Maricopa County Sheriff's Office P-Card User's Manual regarding new card issues for instructions.

15. **Travel Outside of the Continental United States:** Travel requests outside of the continental United States shall be routed through the chain of command to the employee's respective executive chief for approval.

A. Once approved by the executive chief, the request shall be forwarded to the Undersheriff for approval. If approved, the request shall be forwarded to the Chief Financial Officer (CFO) or designee, for final financial approval.

1. Travel outside the continental United States also requires the approval of the Maricopa County Manager or designee, which shall be coordinated by the Travel Unit.

2. In emergency/exigent circumstances, with the approval of the Undersheriff, the Maricopa County Manager may be notified within 30 business days after the completion of Extraditions or Investigative travel outside of the continental United States.

B. Utmost discretion shall be used in approving requests for travel outside of the continental United States. The conference, meeting, or seminar shall be unquestionably professional in content and should prevail only if a professional conference, meeting, or seminar of similar quality cannot be found within the continental boundaries of the United States within the year.

C. Maricopa County reimbursement for travel and related expenses such as per diem rates are based on the established federal GSA rates or where appropriate, the State of Arizona Accounting Manual (SAAM).

D. Before submitting claims, the Travel Unit should contact any banking institution's international division to determine the daily rate of currency exchange for the location to which the employee is traveling, if applicable. Bills and receipts shall be recorded in terms of foreign currency. The rate of exchange in effect at the time the expenses were incurred is needed for employees to be properly reimbursed.

16. **Completion of Travel/Training:**

A. General Travel/Training and Investigative Travel: The Travel Unit shall forward a *Travel Authorization and Expense Report* (TAER) to an employee approved for travel/training.

1. The employee shall complete the TAER and submit the form and associated travel documents within ten business days of completion of travel to the Travel Unit. If a TAER is not submitted within ten business days, further recovery actions and/or disciplinary actions shall be instituted, including forfeiture of payments to the employee.

2. The employee shall forward either original or legible electronic scans of travel/training receipts (lodging, baggage fees, fuel, etc.) for the processing of post travel/training, as directed by the Travel Unit. If a receipt is missing or unavailable, the employee shall submit a memorandum to their immediate supervisor listing the amounts and justification of the expenses. The memorandum shall be submitted to the Travel Unit with the completed TAER.

B. Extradition Travel: Extradition expense reports and documentation, including receipts and required memorandums, shall be submitted within two business days of the employee's return to duty from the extradition trip. The completed expense report and associated documentation related to the extradition travel shall be audited by the Extradition Travel Coordinator and the Extraditions Unit Supervisor or Extraditions Commander, to maintain compliance with Office and Maricopa County travel policies, and ensure completeness of documentation, and conformity to appropriate business practices.

17. **Awards and Incentives:** Employees may request and accept the assignment of flight miles in any airline's frequent flyer program, and participate in any reduced fare coupons, free tickets, or other tangible awards, or incentives while traveling on Office business. Any promotional benefits or material received from an airline or other commercial establishment in connection with official travel shall not be retained for personal use. Employees wishing to participate in such travel programs shall do so on their own time, with no involvement from the Finance Bureau or the Travel Unit Coordinator.

18. **Employee Travel Related Conduct:** Employees are official representatives of the Office when attending any training, school, seminar, or conference; or otherwise engaging in any official business which requires travel and are expected to conduct themselves, both on and off duty, in such a manner as to reflect favorably on the Office.

A. Misconduct occurring during travel which constitute violations of established laws, ordinances, or Office Policies shall be addressed, as specified in Office Policies GH-2, *Internal Investigations* and GH-5, *Early Identification System*.

B. While traveling outside of the continental United States, employees shall abide by the laws of foreign countries not in conflict with the laws of the United States. Violation of any established ordinance or law may result in disciplinary action, up to and including dismissal and possible criminal prosecution. Disciplinary action may be imposed regardless of the outcome of any criminal investigation, as specified in Office Policy CP-2, *Code of Conduct*.