

WINONA POLICE DEPARTMENT

NUMBER: 109-03 PAGES: 1

EFFECTIVE DATE: July 27, 2004

SUBJECT: TRAVEL REQUEST

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for out-of-town travel, while on duty, by members of the Winona Police Department.

2.0 POLICY:

It is the policy of this department that any time a member of this department travels out of town, while in an on-duty status, to a conference, convention, training session, or other meeting, the member shall complete the Travel Request Form.

3.0 PROCEDURE:

3.1 The Travel Request Form shall be completed and approved through the office of the Chief of Police prior to the member leaving town if

3.1.1 attending a meeting longer than one day, or

3.1.2 requested by a supervisor.

3.2 An Expense Report shall be completed within five working days after completion of the trip.

3.2.1 Receipts for all expenses must be filed with the Expense Report.

3.2.2 Excess funds shall be returned at the time the Expense Report is filed.

3.3 Failure to submit forms as required will result in that officer/employee being denied access to advance payments.