

El Paso – Teller County Enhanced 9-1-1 Authority Board

Number: 4.38

Replaces:

Date Issued: May 27, 2009

Revised:

Date Effective: June 01, 2009

Subject: Same Day Travel

Policy: The Enhanced 9-1-1 Authority shall follow a written policy for all travel that is considered same day or commonly referred to as “in town” travel.

Purpose: To define and establish procedures for Same-Day Travel.

Procedure: When a conference or other Authority related business or conference requires travel, but does not require the employee to spend the night, it is referred to as Same Day Travel unless any of the following apply:

1. The location of the conference or other business is greater than 150 miles (as traveled by car) from the Authority’s main office; or
2. Weather conditions make returning to the Authority unsafe, provided that one of the following also occurs:
 - a) The Governor of the State of Colorado has declared travel to be unsafe or requested that cars stay off the roads; or
 - b) Roads have been closed such that returning to the Authority is impossible or impracticable; or
 - c) The National Weather Service has issued a weather Warning in the area of the Authority, the location of the conference or other Authority-related business, or along any major roads between the two.

Personnel travelling must receive preauthorized approval for the expenditure of Authority funds from the Budget Officer prior to the travel.

Expenses such as registration, mileage, parking and supplies are considered items that can be covered under this policy. Per IRS regulation, Same Day Travel meal expenses are an approved expense only in certain instances. Personnel should confer with the Budget Officer prior to travel to determine whether any a reimbursement for meal expenses is allowed for any Same Day Travel.

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The Same Day Travel policy is in effect for individuals travelling on business directly related to the 9-1-1 operations within a PSAP or the Authority. Travel outside the scope of 9-1-1 operations will not be considered even if the travel is being completed by an employee of the PSAP.

As with all expenses paid by the Authority, travel must be completed and an expense record turned into the Authority budget officer within thirty (30) days of completion of the travel.