



Division 07 **Fiscal Affairs**

Chapter 10 – Training/Travel Request Procedures

March 2009

POLICY

This General Order shall establish guidelines for processing training and travel request packages to ensure accuracy and timely submission for approval.

DEFINITIONS

Training/Travel - any travel, regardless whether there is cost or not, for training, conferences and/or seminars not offered by the County, or travel for vehicle inspection, site/product inspections, etc.

PROCEDURES

1. Standard Procedures

For prompt and efficient processing of all travel requests, pre-planning is essential. A "Fiscal Year Training/Travel Plan" will be developed at the beginning of the fiscal year outlining approved travel for the year. Allowances may be made for unknown requests with substitutions within the fund's allocation. The procedure for requesting and processing training or travel requests is outlined below:

Once the traveler identifies a training or travel opportunity, with the approval of their supervisor/chain-of-command, he/she prepares travel request package. This includes:

- A Travel Cover Sheet (TCS) (Attachment A).
- A memo to the Director of Public Safety/Homeland Security from the Fire Chief providing justification for

- the trip and requesting authorization for the travel (Attachment B).
- A completed Travel, Training and Seminar Request Form (Attachment C). All supporting documentation (brochure, cost, trip information, and/or other documentation substantiating the training request).
- A completed application, or registration form (if applicable).
- A completed and signed Payment Voucher (noting Travel Request) (Attachment D).
- Use of County car with fuel card requires an additional memo attached, addressed to the Fleet Administrator, Office of Central Services (Attachment E).
- The Payment Voucher must be completed in its entirety, signed, and must include all anticipated costs. One form is required for each traveler unless no costs are to be incurred. Use of fuel card and County car must be noted.

Multiple travelers to the same training/seminar may use one travel request form, with the other travelers' listed in "Description" block of the Payment Voucher, **as long as there are no out-of pocket expenses to be paid directly to the employees.** However, if advanced money is requested, each individual must complete his/her own travel request package.

Local travel and/or training class with **no** expenditure of funds from the County should still be documented via memorandum to the Fire Chief for approval for liability coverage.



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However, **if any money is involved** (i.e., gas card, issuance of County vehicle, parking reimbursement), a travel package should be prepared.

The traveler submits the travel package attached to a TCS (Attachment A) via the chain-of-command to the respective Lieutenant Colonel and then to Fiscal Affairs, at least 60 days prior to travel date. The TCS must be completed, including whether the travel requested is part of the approved travel plan or a substitute request with substitution information included.

The registration or application forms must be completed and included with the request package. Upon approval, it is the employee's responsibility to submit the registration or application forms to the entity offering the training. If the registration must be submitted with payment from the County, include the original registration form with the package and note on Travel Request Form (Part D) to forward with payment.

Fiscal Affairs will maintain tracking/expenditure logs and handle obtaining Departmental authorization, submission to the Director of Public Safety/Homeland Security for approval, and tracking through the approval process, ultimately ending in Finance.

The traveler will be notified by Finance when the TA number (travel authorization number issued by the Office of Finance) is issued. It is the traveler's responsibility to contact The County's travel vendor with the TA number to initiate the travel arrangements (i.e., airfare, etc.) and pick up their tickets.

The advance check (usually $\frac{3}{4}$ of the estimated cost, less pre-paid items) will be sent to Fiscal Affairs. It is the individual's responsibility to pick it up from Fiscal

Affairs. The Office of Finance issued an interim procedure effective May 1, 2004, for handling travel-related expenses, in which the advance for meals, mileage, and similar fixed costs will be paid at 100%.

Traveler must retain receipts for proof of expenses. These must be attached to the travel settlement. Meals are limited to the per diem and receipts are not required. Meals provided by conference/seminar/sponsor must be deleted from per diem.

The traveler is responsible for completing their travel settlement within 10 days of return from travel by noting all costs incurred in the "Actual" column of the Payment Voucher, less advances, for amount due to the employee or due to the County. This form must be signed, all receipts attached, and brought to Fiscal Affairs. Travel not settled by the end of the Fiscal Year may be subject to charges to the traveler.

In order to determine the worth of such conference/training to the Department, each trainee upon his/her return, must forward a "Summary of Training" memo to the Fire Chief. This should be forwarded with the travel settlement. This memo should describe in detail the type of education or technical training class attended and what was learned from participating in the training opportunity. This will be forwarded to the Director of Public Safety/Homeland Security for his review.

Fiscal Affairs will review and obtain authorization, then submit to Finance for reimbursement/payment.

If monies are owed to the County, a check payable to Prince George's County must be included with the settlement form.

Reimbursement checks will be forwarded from Finance to Fiscal Affairs. Fiscal Affairs



will contact the employee to pick up the check from Fiscal Affairs.

2. The Director of Public Safety/Homeland Security

The Director of Public Safety/Homeland Security will not consider any request received less than at least 20 days prior to the initial date of travel and reimbursements will not be authorized. Therefore, Fiscal Affairs will not process any request received less than the 60-day requirement.

3. Exceptions in Procedures

There are four types of travel that require special processing. The deviation in procedure is noted below for each.

U.S. Government Sponsored Conference/Training (totally paid by sponsor, including mode of transportation).

Complete the sponsor's application/registration form
 Complete a Government Sponsored and NFA Application Cover Sheet (ACS) (Attachment F) and attach a cover memo addressed to the Fire Chief (Attachment B) requesting approval to attend the training session, when and where, and the total cost to the Department, including the cost for coverage to fill the traveler's vacated position. Indicate by name the person(s) covering for the traveler. Note "Request for U.S. Government Sponsored Conference/Training (totally paid by sponsor)" on ACS.

- Forward this completed travel package, through the chain-of command, to Fiscal Affairs to note on an application list. Fiscal Affairs will forward immediately to Management Services Command (MSC) for

approval. The respective command should not sign application until MSC review/approval is completed. MSC will coordinate approval with respective command and then return to Fiscal Affairs for processing. Fiscal Affairs will contact the respective Command to coordinate the submission of FBI training applications.

Pending approval/acceptance, a memorandum shall be forwarded from the Fire Chief to the Director of Public Safety/Homeland Security to document the pending travel at no cost to the County. However, if overtime is an issue, it must be stipulated in the memorandum.

Acceptance Notification

- Once acceptance notification has been received from the U.S. Government agency for attendance, a memo is immediately required from the traveler's Major/Manager to the Fire Chief with particulars (when, where, who, how, why, and coverage). All request forms must be complete with a TCS. A copy of the original ACS package should be attached. This should be submitted through Fiscal Affairs to process for review and approval. The TCS should include the notation, "Acceptance for U.S Government Sponsored Travel."
- Once approved, the document will be returned to Fiscal Affairs to be forwarded to the command/office/traveler.

U.S. Government Sponsored Conference/Training with Associated Costs (i.e. lodging, meals).



Complete the sponsor's application/registration form.

Complete a Government Sponsored and NFA Application Cover Sheet (ACS) (Attachment F) and attach a cover memo addressed to the Fire Chief (Attachment G) requesting approval to attend the training session, when and where, and the total cost to the Department, including the cost for coverage to fill your vacated position. Indicate by name the person(s) covering for you. Note "Request for U.S. Government Sponsored Conference/Training" on the ACS.

Forward this completed travel package, through your chain-of-command, to Fiscal Affairs to note on an application list. Fiscal Affairs will forward immediately to Management Services Command (MSC) for approval. The respective Command should not sign application until MSC review/approval is completed. MSC will coordinate approval with respective command and then return to Fiscal Affairs for processing. Fiscal Affairs will contact the respective Command to coordinate the submission of FBI training applications.

Acceptance Notification

- Once acceptance notification has been received from the U.S. Government agency, the traveler should immediately submit this approval notification with a memo addressed to the Director of Public Safety/Homeland Security from the Fire Chief, with the completed Travel Request Form, training and seminar registration forms, and the TCS should include the notation, "Acceptance for U.S. Government Sponsored Travel." A copy of the original ACS package should be attached. This should be submitted through the chain-of-command and

Fiscal Affairs, as normally required for a training/travel package. Time restraints must still be met.

Once approved, the document will be returned to Fiscal Affairs to be forwarded to the command/office/traveler.

For National Fire Academy (NFA) Sponsored Conference/Training.

Complete the sponsor's application/registration form.

Attach a cover memo with ACS addressed to the Fire Chief requesting approval to attend the training session, when and where, and the total cost to the Department, including the cost for coverage to fill the traveler's vacated position. Indicate by name the person(s) covering for the traveler. Note "NFA request" on ACS.

Forward this completed request package, through your chain-of-command, to Fiscal Affairs to log.

Fiscal Affairs will forward to Management Services Command (MSC) for approval. The respective command should not sign the application until MSC's review/approval is completed. MSC will coordinate approval with the respective command and then return to Fiscal Affairs for processing to the National Fire Academy.

NFA Acceptance Notification

Once approval letter is received from NFA, the traveler should immediately submit this approved letter from the Fire Chief, with the completed Travel Request Form, training and seminar registration forms, and TCS, through the chain-of-command and Fiscal Affairs, as normally required for a training/travel package. Time restraints must still be met.



- Only the cost of the "meal ticket" will be considered for expenditure and should be included as a cost on the travel request form.

For all Local Travel Requiring Use of County Car, Fuel Card, Parking and/or Mileage Reimbursement (vehicle cost as only expense).

A training/travel package is still required for all local travel for meetings, conferences, seminars, training, apparatus or vendor visits, etc. that require use of vehicle for transportation either County or personal with mileage reimbursement request or parking.

If a fuel card is requested with the use of a County car, a separate memo addressed to the Fleet Administrator, Office of Central Services (Attachment E) must be included with the request package.

At the request of the Fire Chief only, in the rare event of a last-minute training opportunity that would be beneficial to the Department and enhance the employee's ability to perform their duties as assigned, and that incurs no outlay of cash, an e-mail authorized procedure may be coordinated with the Director of Public Safety/Homeland Security to benefit from the opportunity. This will ensure authorization for liability and coverage.

4. Responsibilities

Employees

Each employee of the Department shall review these procedures. The individual employee is responsible to ensure their travel or training request package has been completed accurately and submitted at least 60 days prior to travel date.

After completion of travel/training, employees must settle their travel (which includes the submission of receipts) within ten (10) days via a copy of the Payment Voucher. The document will be rechecked and verified by Fiscal Affairs before sending to the respective Lieutenant Colonel to be authorized.

It is the employee's responsibility upon completion of travel to complete a "Summary of Training" memo (see H.U.O.) and forward through the chain-of-command to the Fire Chief. This should be processed with settlement of travel.

It is the employee's responsibility to submit requests and settlements in accordance with required time constraints stated above. Travel not settled by the end of the Fiscal Year may be subject to charges to the traveler.

Battalion Chiefs/Station Supervisors

Battalion Chiefs/Station Supervisors shall ensure that employees understand their role in the completion and submission of travel requests, applications, and settlements thereof. Supervisors shall ensure that travel requests, applications, and settlements are completed accurately and submitted on time. They shall be fully accountable to their supervisor for compliance within their area of responsibility.

Majors/Managers

Majors/Managers shall ensure that travel requests, applications, and settlements are completed and submitted on time within their area of responsibility, and that they are in accordance with the approved travel plan or substitutions have been requested.

Fiscal Affairs



Fiscal Affairs reviews the travel/training package against the Department's Fiscal Year Training/Travel Plan, and verifies that submission timeline of 60 days has been met. If the criterion is met, the account numbers are checked, and the package is forwarded to the Fire Chief for approval. If the package is not authorized, it is returned to the traveler via the appropriate chain-of-command.

Upon the Fire Chief's approval, the package is forwarded to the Office of Management and Budget for approval. Once approved, it then goes to the Public Safety Director/Office of Homeland Security and the Office of Finance.

Forwards the employee's signed travel settlement (Payment Voucher) with receipts to be authorized by the respective Lieutenant Colonel, who then returns it to Fiscal Affairs. Fiscal Affairs will send it to the Office of Finance for the final settlement, close out of the travel advance, and resolution of any reimbursement/payment.

Maintains all tracking logs for regular travel package requests and processes all exception travel (application and authorization) according to guidelines.

Attachment D – Payment Voucher (Travel Request)

Attachment E- Memo to the Fleet Administrator, Office of Central Services

Attachment F- Government Sponsored and NFA Application Cover Sheet

REFERENCES

N/A

FORMS

Attachment A- Travel Cover Sheet

Attachment B- Cover Memo to the Fire Chief Requesting Approval to Attend Training

Attachment C- Travel, Training and Seminar Request Form

TRAVEL COVER SHEET

Type: Regular Request Pkg _____ Local _____ NFA Acceptance _____
Request Request _____ U.S. Government _____
w/fuel memo _____ Acceptance _____

Budget: _____ Part of Approved Travel Plan _____ Substitution _____

Brief Description:

Who _____ Travel Date(s) _____

Where _____

Course Title/Reason _____

Traveler's Signature _____ Date _____ Supervisor's Signature _____ Date _____

AUTHORIZATION Major/Manager Approved _____ Denied _____ Date _____
Comments: _____

Command Approved _____ Denied _____ Date _____
Comments: _____

Fiscal Affairs Approved _____ Denied _____ Date _____
Comments: _____

MSC Approved _____ Denied _____ Date _____
Comments: _____

Fire Chief Approved _____ Denied _____ Date _____
Comments: _____

UPON APPROVAL BY CHIEF, RETURN TO FISCAL AFFAIRS FOR PROCESSING

Fiscal Affairs Forwarded: _____ Date _____
Comments: _____

PACKAGE INCLUDES:

- TRAVEL COVER SHEET
TRAINING & SEMINAR REQUEST FORM
SUPPORT DOCUMENTATION
COMPLETE APPLICATION/REGISTRATION FORM (IF APPLICABLE)
PAYMENT VOUCHER
FUEL CARD MEMO (IF NEEDED)



INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

Date

TO:

Fire Chief

VIA

(Chain-of-Command)

FROM:

(Name, Title)
(Division)

RE:

(Name of Training)

Attached is an application for (name and title) to attending (type of training) offered at _____ in _____ on ___ (date/s of training). The course is sponsored by _____.

The purpose of this course is to _____.
This training is ___ (what benefit is training to County).

This training is provided at no cost to our Department. All costs associated with travel, lodging, and meals are reimbursable through the ___ (i.e., Department of Justice). The cost for backfill/overtime caused by this training is approximately _____.

Thank you for your consideration of this request. Should you have any questions, please contact me on ___ (phone number).

ABC/xyz

Attachment

Approved: _____

Disapproved: _____

Comments:



PRINCE GEORGE'S COUNTY GOVERNMENT

Travel, Training, and Seminar Request Form

(Submit to Office of Management and Budget at least sixty calendar days prior to travel date)

Agency name: Fire/EMS Department	
Traveler name:	Traveler signature:
Traveler job title:	
Training course or seminar name:	
Location:	
Departure date:	Return date:
Total cost (including lodging, transportation, per diem, etc): \$	

What is traveler's primary responsibility?

- | | | |
|---|--|--|
| <input type="checkbox"/> General Management | <input type="checkbox"/> Operations/Production | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Financial/Accounting | <input type="checkbox"/> Marketing/Sales |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Logistics | <input type="checkbox"/> Other _____ |

Purpose of travel:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Certification/Renewal | <input type="checkbox"/> Staff Development | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Federal/State/Local Mandates | <input type="checkbox"/> Technology | _____ |

Mandatory attachments:

- Complete Attachment form to provide narrative explanation or justification of the following:** a) If comparable training is available via OHRM Training Institute – justify this proposed cost. b) Explain whether this travel is included in Agency's Approved Fiscal Year Budget or outline alternative plan to fund cost. c) Describe program benefits and discuss how this training will be implemented. d) Delineate tools that will measure the effectiveness of investment in this travel/training/seminar.
- Supporting documentation to include:** completed PGC Travel Request Form 109, Sponsor's registration form and program description or similar external material.

Intra-Agency Approvals

Inter-Agency Approvals

Supervisor Date

OMB Analyst Date

Travel Coordinator Date

Budget Director Date

Fiscal Coordinator Date

Deputy Chief Administrative Officer Date

Appointing Authority Date

Chief Administrative Officer Date

** Form Revised: 01/24/07

APPROVED

DENIED

PAYMENT VOUCHER

Attachment D

1) Select one form. 2) Legibly print or type form. 3) ORIGINAL signatures and supporting documentation are required.

- Payment Request**

 Expense Reimbursement

 Travel Request

Payee/Traveler Information

Payee Name		Identification Number	
Address Line 1		Agency	
Address Line 2		Division	
Special Instructions		<input type="checkbox"/> Vendor <input type="checkbox"/> Employee <input type="checkbox"/> Other	

Description (use additional sheets if necessary):

Point of origin
 Destination/mileage one-way
 Return to/mileage one-way
 Purpose
 Departure date/time
 Return date/time

- Transportation** (select all that apply) - mileage (round to whole number)
- | | Total | Commuter | Business | Rate |
|--|-------|----------|----------|--------|
| <input type="checkbox"/> Private vehicle | | | 0 | \$0.36 |
| <input type="checkbox"/> County-owned vehicle | | | | |
| <input type="checkbox"/> Air/Rail - <input type="checkbox"/> Direct/Finance <input type="checkbox"/> Purchase Card <input type="checkbox"/> Traveler | | | | |
| <input type="checkbox"/> Rental Car/justification | | | | |
| <input type="checkbox"/> Parking <input type="checkbox"/> Taxi <input type="checkbox"/> Public Transit <input type="checkbox"/> Tolls <input type="checkbox"/> Other | | | | |

Estimate	Actual
-	

Lodging

<input type="checkbox"/> Direct/Finance <input type="checkbox"/> Purchase Card <input type="checkbox"/> Traveler	Lodging Name/Address Confirmation No.

Registration

<input type="checkbox"/> Direct/Finance <input type="checkbox"/> Purchase Card <input type="checkbox"/> Traveler	Registration Name/Address Confirmation No.

Meals
 Per diem (\$6/B - \$10/L - \$20/D)
 Full cost

Supplies and other expenses

Description:

TOTAL

-	-
---	---

Amount	Fund	Account	Center	Document	Location
-	TOTAL				

Settlement

TA#

	Date
	Actual
<Direct/Finance>	
<Purchase Card>	

Cash due to or <from> Traveler

Verified by Travel Coordinator

Reserved for Finance

<i>Original signatures</i>	<i>Typed/printed names and dates</i>
	Employee name Date
	Approver name Date

Type/print contact name/telephone

- Distribution of Form Copies:**
 Original: Send to Finance
 Copy 1: Retain for Agency Record
- Attach Additional Form Copies for Vendor File:**
 Lodging
 Registration
 Air/Rail
 Confirmation Copy
 TOTAL

Office of the Fire Chief

Date

TO: Fleet Administrator
Office of Central Services

FROM: Fire Chief

RE: Request for Fuel Card

(Name and Title), (Division) will be traveling to _____, from (date/s) for _____ training. (Name and title) will traveling to the training in a County vehicle; therefore, it is requested that a fuel card be issued for purchasing fuel for travel to and from the course location.

Thank you for your assistance in this matter. If you have any questions or require additional information, please contact me at _____.

ABC/xyz

**GOVERNMENT SPONSORED AND NFA
APPLICATION COVER SHEET
(for processing of applications only)**

Type: NFA (Meal Ticket Only) _____ Government Sponsored (Totally Paid by Sponsor) _____ Government Sponsored (With Costs) _____

Budget: _____ Part of Approved Travel Plan _____ Substitution _____

Brief Description:

Who: _____ **Travel Date(s):** _____

Where: _____

Course Title/Reason: _____

Traveler's Signature: _____ **Date** _____ **Supervisor's Signature:** _____ **Date** _____

AUTHORIZATION

Major/Manager Approved _____ Denied _____ Date _____
Comments: _____

Command Approved _____ Denied _____ Date _____
Comments: _____

Fiscal Affairs Approved _____ Denied _____ Date _____
Comments: _____

MSC Approved _____ Denied _____ Date _____
Comments: _____

Fire Chief Approved _____ Denied _____ Date _____
Comments: _____

MSC TO OBTAIN COMMAND SIGNATURE ON APPLICATION AFTER APPROVAL COMPLETE: _____

UPON SIGNATURE BY COMMAND, RETURN TO FISCAL AFFAIRS TO SEND OUT AND COPY FOR EMPLOYEE

Fiscal Affairs Forwarded: _____ Date _____
Comments: _____

APPLICATION FOR U.S. GOVERNMENT AND NFA INCLUDES MEMO TO CHIEF AND SPONSOR APPLICATION ONLY