

942 Training and Career Development

942.8.1 ADDITIONAL GUIDELINES

- (a) Approval for special assignment to attend a school, conference or seminar at the employee's own expense may be given provided the appropriate selection procedures have been followed. The supervisor approving the school may also authorize the special assignment.
- (b) Prior approval must be submitted on PD0224 and approved by the APD Budget Committee and given by the employee's assistant chief/director for any training that includes one or more of the following elements:
 - 1. Department funds are to be expended for travel, tuition, incidentals, and/or meals (including third party paid or reimbursed training).
 - ~~1.2.~~ Overnight travel is required (including third party paid or reimbursed travel).
 - ~~2.3.~~ More than two (2) City vehicles are to be used for transportation.
 - ~~3.4.~~ There is reason to believe that the training may conflict with established orders.
- (c) Employees will be compensated in accordance with current Department General Orders when the duration of the actual training hours, including travel for out-of-town trips, exceeds forty (40) hours in one week.
 - 1. Training conducted locally will not be eligible for travel/per diem expenses.
 - 2. Training conducted out-of-town may be eligible for travel/per diem reimbursement but only with prior approval.
- (d) If prior approval is obtained from the employee's commander/manager to use a privately owned vehicle, mileage will be paid at the current City rate.
- (e) Employees wanting to receive cash advances must submit the request to ~~Financial Management~~the APD Budget Committee at least ~~four~~six (46) weeks in advance of departure.
 - 1. Monies advanced for travel will be on an individual basis.
 - 2. Each person will be responsible for submission of his own travel vouchers upon completion of the travel and/or training.
 - 3. Due to timing constraints, travel advances may not be available for issue prior to departure. In such cases, employees will be reimbursed upon their return through the travel claim process.