

Subject: Travel Regulations	Page 1 of 1
Effective Date: April 1997	Revision Date: November 2011
Amends/Supercedes: 400.120/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Section 800.40 Travel Regulations

Policy

It is the policy of the Shively Police Department to reimburse members of this department for expenses incurred during authorized travel while on official duty provided, however, that all such reimbursement requests are accompanied by supporting documentation i.e., receipts for meals, gas, lodging, etc., and shall be submitted to the Chief of Police.