

Metroplex Chapter of Concerns of Police Survivors PO
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Mansfield, TX 76063

Standard Operating Procedure 1.0

June 11, 2016

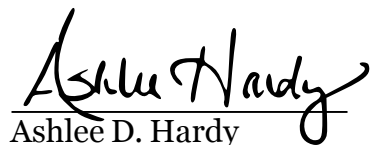
Hands-On Programs Reimbursement and Travel Policy

- 1.1 SCOPE:** This Standard Operating Procedure (S.O.P) establishes guidelines for the Metroplex Chapter of Concerns of Police Survivors (C.O.P.S.) to reimburse an individual for travel reimbursement to the National C.O.P.S. *Hands-On* Programs.
- 1.2 OBJECTIVE:** To provide guidelines on acceptable reimbursement for attendance at and travel to *Hands-On* Programs.
- 1.3 APPROVED:** This S.O.P was approved and adopted by the Metroplex Chapter of C.O.P.S. Chapter Board on June 11, 2016.
- 1.4 C.O.P.S. *Hands-On* Programs**
- 1.5 ATTENDANCE**
 - A.** Individual must attend the entire *Hands-On* Program to be eligible for reimbursement.
 - B.** Individuals will be expected to participate in the activities provided at a *Hands-On* Program.
 - C.** Individuals requesting reimbursement shall notify the Chapter President no less than 45 days prior to the date of the program they plan to attend.
- 1.6 REIMBURSEMENT**
 - A.** Metroplex Chapter of C.O.P.S. will reimburse an individual only for the cost of the travel to the program site, not to include parking, luggage fees, or early bird check-in, if applicable. There is no reimbursement for any meals associated with the travel to or from the Program site if traveling by air.
 - B.** The maximum amount of reimbursement cannot exceed **\$450 per individual**. Any amount above this limit must have the approval of the Chapter Board 30 days prior to booking any flight for travel. This excludes Outward Bound attendees whose airfare costs shall be considered on a case by case basis. If travel is by a personal vehicle, only one individual will be reimbursed even though there may be multiple persons traveling together to the Program site.
 - C.** Persons traveling for the Metroplex Chapter of C.O.P.S. or to a National C.O.P.S. event will be expected to travel in the least expensive mode of travel possible.
 - D.** Persons traveling to *Hands-On* Programs via a personal vehicle will be reimbursed for gas costs only and are expected to submit receipts to the Metroplex Chapter of C.O.P.S. Treasurer with a Travel Expense Report within 30 days of returning from the *Hands-On* Program.
 - E.** Upon return from a *Hands-On* Program, the individual traveler must submit a Travel Expense Report Form along with receipts to the Metroplex Chapter of C.O.P.S. Treasurer within 30 days of return.
 - F.** The Metroplex Chapter of C.O.P.S. Treasurer will provide reimbursement within 30 days of receiving the Travel Expense Report Form.

- G. Any authorized reimbursement to an individual(s) is predicated/contingent upon the Chapter having adequate funds available and that a request form has been properly completed and approved.
- H. An individual who requests reimbursement from the Metroplex Chapter of C.O.P.S. must be an active/participating survivor/member of the Metroplex Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Metroplex Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Metroplex Chapter of C.O.P.S.

1.7 OTHER CONDITIONS FOR REIMBURSEMENT BY THE CHAPTER

- A. In order for an individual to be eligible to request reimbursement by the Chapter for travel expenses they must be a survivor of a law enforcement officer who has died in the line of duty as defined by federal criteria.
- B. An individual who requests reimbursement from the Metroplex Chapter of C.O.P.S. must be an active/participating survivor/member of the Metroplex Chapter of C.O.P.S. In addition, the individual must be included in the survivor/ membership database at the Metroplex Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Metroplex Chapter of C.O.P.S.
- C. By accepting financial assistance/reimbursement from the Chapter for the purpose of attending the event for which the individual is seeking reimbursement, he/she must certify that:
 - a. he/she is an active/participating survivor/member of the Metroplex Chapter of C.O.P.S. In addition, he/she is included in the survivor/membership database at the Metroplex Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Metroplex Chapter of C.O.P.S.;
 - b. the travel was completed as stated on the request reimbursement form;
 - c. he/she attended and completed the appropriate C.O.P.S. sessions and programs offered at the event;
 - d. proof of attendance (for example; airfare receipt, parking receipt confirmation by National C.O.P.S. of attendance at the event/training, etc.) is attached to the form requesting reimbursement;
 - e. no other funds were received or requested from any other C.O.P.S. chapter or any other organization for the same travel and/or event participation.



Ashlee D. Hardy

President | Metroplex Chapter of C.O.P.S.

June 11, 2016