

Washington, DC Chapter of Concerns of Police Survivors  
P.O. Box 31549  
Washington, DC 20030-1549  
202-332-2677

Standard Operating Procedure #2012-03

November 10, 2012

Review/Revision: October 4, 2014

Review/Revision: February 6, 2016

*Training and Event or Activity Reimbursement / Travel Policy*

**1.1 SCOPE:** This Standard Operating Procedure (SOP) establishes guidelines for the Washington, DC Chapter of Concerns of Police Survivors (C.O.P.S.) to reimburse an individual for C.O.P.S. training, reimbursement for attendance at local and National C.O.P.S. events and activities, and travel reimbursement to activities such as the National C.O.P.S. *Hands-On* Programs, attendance at National Police Week activities, special/other training programs, National fundraising events and other National or local events.

**1.2 OBJECTIVE:** To provide guidelines on acceptable reimbursement for attendance at and travel to local and National activities/events.

**1.3 APPROVED:** This SOP was approved and adopted by the Washington, DC Chapter of C.O.P.S. Executive Board on November 10, 2012 and was reviewed and revised by the Executive Board on October 4, 2014, and was reviewed and revised by the Board on February 6, 2016.

**1.4 Chapter Board:** Any reference to the Chapter Board in this SOP, infers voting members of the Chapter Board.

**2.0 C.O.P.S. HANDS-ON PROGRAMS:**

**2.1 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.

## **2.2 REIMBURSEMENT:**

**A.** Washington, DC Chapter of C.O.P.S. will reimburse an individual only for the cost of travel to the Program site, to include parking of a vehicle in a long term parking lot if travel is by air. There is no reimbursement for any meals associated with the travel to or from the Program site.

**B.** The maximum amount of reimbursement cannot exceed \$450.00 per individual; this does not include the cost of parking a vehicle in a long term parking lot if travel is by air. Any amount above this limit must have the approval of the Board before booking any flight for the travel. If travel is by personal vehicle, only one person will be reimbursed for travel in a vehicle, even though there may be more individuals traveling in the same vehicle to the Program site.

**C.** Persons traveling for the Washington, DC 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 (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a roundtrip airfare to destination is \$300.00, and vehicle mileage cost to the destination is \$600.00, reimbursement will be only \$300.00 if the person chooses to drive, not \$600.00. Also see ***SOP: FINANCIAL POLICIES*** for other conditions for reimbursement.

**D.** Upon return from a *HANDS-ON* Program, the individual traveler must submit a Travel Expense Report Form (Form DC#5) along with receipts to the Washington, DC Chapter of C.O.P.S. Treasurer within 60 days of return.

**E.** The Washington, DC Chapter of C.O.P.S. Treasurer will provide reimbursement within 21 days of receiving the Travel Expense Report Form (Form DC#5).

**F.** There is no reimbursement by the Chapter for registration fees for a *Hands-On* Program since National C.O.P.S. funds the Program event as long as all conditions are satisfied as stipulated by National C.O.P.S.

**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 Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the

National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

### **3.0 NATIONAL C.O.P.S. TRAINING:**

#### **3.10 C.O.P.S. CHAPTER TRAINING:**

#### **3.11 ATTENDANCE:**

**A.** The Washington, DC Chapter of C.O.P.S. President will designate, with the approval of the Chapter Board, a minimum of one individual as the Washington, DC Chapter of C.O.P.S. Chapter Representative (Chapter Representative #1) to attend the annual C.O.P.S. Chapter Training, which is mandatory, with travel expenses to be reimbursed to the individual by National C.O.P.S. per the National Travel policy. (SPECIAL NOTE: National C.O.P.S. may authorize a Chapter Representative #2 to be funded by National C.O.P.S. in like manner as the Chapter Representative #1 if National C.O.P.S. gets sufficient grant funds to cover the additional costs of a second Chapter representative. If this occurs, Chapter Representative #2 will also be designated by the President with the approval of the Board.)

**B.** If National C.O.P.S. authorizes only one Chapter Representative, the Washington, DC Chapter of C.O.P.S. President may designate, with the approval of the Board, a second individual (Chapter Representative #2) to attend the National C.O.P.S. Chapter Training with hotel, registration and travel expenses to be reimbursed by the Washington, DC Chapter of C.O.P.S. upon return from the Training. Travel expenses to be reimbursed to the individual per the National Travel policy.

**C.** The Washington, DC Chapter of C.O.P.S. President may designate, with the approval of the Board, a third individual (Chapter Representative #3) to attend the National C.O.P.S. Chapter Training with travel expenses only to be reimbursed by the Washington, DC Chapter of C.O.P.S. Travel expenses to be reimbursed to the individual per the National Travel policy.

**D.** The Washington, DC Chapter of C.O.P.S. President may designate, with the approval of the Board, any other additional individual(s) (Chapter Representative #4, #5, etc.) to attend the National C.O.P.S. Chapter Training at his/her own expense.

**E.** Chapter Representative #1, #2, and #3 individual(s), if applicable, must attend the entire C.O.P.S. Chapter Training to be eligible for any reimbursement.

**F.** It must also be noted that the National Office must approve all Chapter representatives after Representative #1.

#### **3.12 REIMBURSEMENT:**

**A.** For Chapter Representative #1 (and Chapter Representative #2 if this individual is being funded as Chapter Representative #1 by National C.O.P.S.), Washington, DC Chapter of C.O.P.S. will reimburse an individual only for the cost for parking a vehicle at a long term parking lot, if travel is by air. National C.O.P.S. reimburses Representative #1 (and Chapter Representative #2 if this individual is being funded as Chapter Representative #1 by National C.O.P.S.), for air or vehicle travel per the National C.O.P.S. guidelines for reimbursement. There is no reimbursement for any meals associated with the travel to or from the training site. See **SOP: FINANCIAL POLICIES** for other conditions for reimbursement.

**B.** There is no reimbursement by the Chapter for registration/training fees for Representative #1 (or for Chapter Representative #2 if funded by National C.O.P.S.) for C.O.P.S. Chapter Training since National C.O.P.S. funds the Program as long as all conditions are satisfied as stipulated by National C.O.P.S.

**C.** If participation/attendance is approved by National Office and the Board for Chapter Representative #2 (and if not funded by National C.O.P.S.), Washington, DC Chapter of C.O.P.S. will reimburse an individual for the cost of the National C.O.P.S. registration/training fee and for travel to the training site, including the cost of parking a vehicle in the long term parking lot if travel is by air. There is no reimbursement for any meals associated with the travel to or from the training site. See **SOP: FINANCIAL POLICIES** for other conditions for reimbursement.

**D.** If participation/attendance is approved by National Office and the Board for Chapter Representative #3, Washington, DC Chapter of C.O.P.S. will not reimburse an individual for the cost of the National C.O.P.S. registration/training fee, but the individual will be reimbursed for travel to the training site, including the cost of parking a vehicle in the long term parking lot if travel is by air. There is no reimbursement for any meals associated with the travel to or from the training site. See **SOP: FINANCIAL POLICIES** for other conditions for reimbursement.

**E.** If participation/attendance is approved by National Office and the Board for Chapter Representative #4, #5, etc., Washington, DC Chapter of C.O.P.S. will not reimburse an individual for the cost of the National C.O.P.S. registration/training, for travel to the training site or for any meals associated with the travel to or from the training site. See **SOP: FINANCIAL POLICIES** for other conditions for reimbursement.

**F.** Persons traveling to attend Chapter Training will be expected to travel in the least expensive mode of travel (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a roundtrip airfare to destination is \$300.00, and vehicle mileage cost to the destination is \$600.00, reimbursement will be only \$300.00 if the person chooses to drive, not \$600. Also see **SOP: FINANCIAL POLICIES** for other conditions for reimbursement.

**G.** The maximum amount of reimbursement cannot exceed \$450.00 per individual plus the cost of parking a vehicle in the long term parking lot if travel is by air. Any amount above this limit must have the approval of the Board before booking any flight for the travel. If travel is by personal vehicle, only one person will be reimbursed for travel, even though there may be more individuals traveling in the same vehicle to the training site.

**H.** Upon return from C.O.P.S. Chapter Training, the Chapter Representative(s), must submit the Travel Expense Report Form (Form DC#5) for any reimbursement authorized, along with receipts, to the Washington, DC Chapter of C.O.P.S. Treasurer within 60 days of return. The Washington, DC Chapter of C.O.P.S. Treasurer will provide reimbursement within 21 days of receiving the Travel Expense Report Form (Form DC#5).

**I.** 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.

**J.** An individual who requests reimbursement from the Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

**3.13 EXPECTATION:** If requested by the Board, the Chapter Representative(s) will present information learned at C.O.P.S. Chapter Training to the Board at a Chapter Business Meeting.

**3.20 C.O.P.S. SPECIAL TRAINING:** C.O.P.S. Special Training includes any training provided outside of the C.O.P.S. Chapter Training, for example, Traumas of Law Enforcement, and other topic specific training offered by National C.O.P.S.

**3.21 ATTENDANCE:**

**A.** Individual(s) must get pre-approval (Form DC#5) of the Washington, DC Chapter of C.O.P.S. Board through a Board vote with estimated travel, lodging, and other expenses to be eligible for travel reimbursement to C.O.P.S. Training.

**B.** Individual(s) must attend the entire C.O.P.S. Training to be eligible for reimbursement.

**C.** If requested, upon return, individual(s) will be expected to provide a summary of training to the Washington, DC Chapter of C.O.P.S. Board and/or the Chapter membership.

### **3.22 REIMBURSEMENT:**

**A.** Persons traveling to attend C.O.P.S. Special Training will be expected to travel in the least expensive mode of travel (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a roundtrip airfare to destination is \$300.00, and vehicle mileage cost to the destination is \$600.00, reimbursement will be only \$300.00 if the person chooses to drive, not \$600.00. Also see *SOP: FINANCIAL POLICIES* for other conditions for reimbursement.

**B.** The maximum amount of reimbursement cannot exceed \$450.00 per individual plus the cost of parking a vehicle in the long term parking lot if travel is by air. Any amount above this limit must have the approval of the Board before booking any flight for the travel. If travel is by personal vehicle, only one person will be reimbursed for travel, even though there may be more individuals traveling in the same vehicle to the training site.

**C.** There is no reimbursement for any meals associated with the travel to or from the training site.

**D.** There is no reimbursement by the Chapter for registration/training fees for C.O.P.S. Special Training since National C.O.P.S. funds the training as long as all conditions are satisfied as stipulated by National C.O.P.S.

**E.** Upon return from a C.O.P.S. Special Training, the traveler must sign and submit a Travel Expense Request Form (Form DC#5) along with receipts to the Washington, DC Chapter of C.O.P.S. Treasurer within 60 days of return. The Washington, DC Chapter of C.O.P.S. Treasurer will provide reimbursement within 21 days of receiving the Travel Expense Request Form (Form DC#5).

**F.** 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.

**G.** An individual who requests reimbursement from the Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

### **4.0 NATIONAL C.O.P.S. FUNDRAISING/OTHER (NATIONAL OR LOCAL) C.O.P.S. EVENTS (NOTE: these activities/events must be pre-approved by the Chapter Board and will be considered on a case by case basis.):**

#### **4.1 ATTENDANCE:**

- A.** Individual(s) must get pre-approval (Form DC#5) of the Washington, DC Chapter of C.O.P.S. Board through a Board vote with estimated travel, lodging, and other expenses to be eligible for reimbursement to National C.O.P.S. fundraising events, such as the National C.O.P.S. Golf Tournament, *C.O.P.S. Walk*, etc. or any other National or local C.O.P.S. event.
- B.** Individual(s) will be expected to raise the required funds needed to participate in C.O.P.S. fundraising/other (if applicable) event.
- C.** Individual(s) will be expected to attend the entire C.O.P.S. fundraising/other event.
- D.** The Board will review the request and determine what is appropriate for reimbursement to the individual by the Chapter.

#### **4.2 REIMBURSEMENT:**

- A.** Upon return from a C.O.P.S. fundraising/other event, the individual must sign and submit a Travel Expense Report Form (Form DC#5) along with receipts to the Washington, DC Chapter of C.O.P.S. Treasurer within 60 days of return. The Washington, DC Chapter of C.O.P.S. Treasurer will provide reimbursement within 21 days of receiving the Travel Expense Report Form (Form DC#5).
- B.** 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.
- C.** An individual who requests reimbursement from the Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

### **5.0 NATIONAL POLICE WEEK/NATIONAL POLICE SURVIVORS CONFERENCE**

#### **5.1 ATTENDANCE:**

- A.** Individual(s) must meet the criteria in the National C.O.P.S. NPW guidelines to be eligible for reimbursement.
- B.** First Year/First Time survivors must attend the entire NPW events and C.O.P.S. National Police Survivors Conference on May 13, 14, 15, & 16 to be eligible for reimbursement.

**C.** Returning survivors must attend the entire C.O.P.S. National Police Survivors Conference on May 13, 14, & 16 to be eligible for reimbursement.

**D.** Any others who desire to attend available NPW activities/events can do so at his/her own expense.

**E.** Individual(s) must get pre-approval (Form DC#5) of the Washington, DC Chapter of C.O.P.S. Board through a Board vote recorded in the meeting minutes with estimated travel, lodging, and other expenses to be eligible for reimbursement to NPW activities/events.

**F.** Due to the importance and sensitivity of participating at NPW activities/events, approval for reimbursement for expenses for individuals will be considered by the Board on a case by case basis.

## **5.2 REIMBURSEMENT:**

**A.** Washington, DC Chapter of C.O.P.S. will reimburse Chapter First Year/First Time Survivor(s) (Spouse/Children/Parents/Step Parents/Parents-in-law of the fallen officer/significant other) for expenses of the hotel room only (this includes room cost and related taxes and fees) at a C.O.P.S. host hotel, including the cost of parking a vehicle. This does not include telephone charges, room service charges, and meals above what is provided by National C.O.P.S. Any transportation or transportation related costs must be pre-approved by the Washington, DC Chapter of C.O.P.S. Board on a case by case basis.

**B.** Washington, DC Chapter of C.O.P.S. will reimburse Chapter Returning Survivors only for the Returning Survivor's Fee of the Conference and the cost of parking a vehicle. Reimbursement does not include hotel room, telephone charges, transportation costs, room service charges, and meals above what is provided by National C.O.P.S.

**C.** Upon return from NPW and the National Police Survivors Conference, individuals must sign and submit a Travel Expense Report Form (Form DC#5) along with receipts to the Washington, DC Chapter of C.O.P.S. Treasurer within 60 days of return. The Washington, DC Chapter of C.O.P.S. Treasurer will provide reimbursement within 21 days of receiving the Travel Expense Report Form (Form DC#5).

**D.** For First Year/First Time Survivors, the maximum amount of reimbursement cannot exceed \$2,500.00 total for all officially registered with C.O.P.S. family members of the fallen officer being honored. Any amount above this limit must have the approval of the Board.

**E.** 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.



**F.** An individual who requests reimbursement from the Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

## **6. OTHER CONDITIONS FOR REIMBURSEMENT BY THE CHAPTER**

**A.** In order for any individual to be eligible for requesting reimbursement by the Chapter for any travel expenses, he/she must be a survivor of a law enforcement officer who died in the line of duty as defined by federal criteria. An individual who requests reimbursement from the Washington, DC Chapter of C.O.P.S. must be an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, the individual must be included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.

**B.** 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:

1. he/she is an active/participating survivor/member of the Washington, DC Chapter of C.O.P.S. In addition, he/she is included in the survivor/membership database at the Washington, DC Chapter of C.O.P.S. level and at the National C.O.P.S. Office as being a survivor/member of the Washington, DC Chapter of C.O.P.S.;
2. the travel was completed as stated on the request for reimbursement form;
3. he/she attended and/or completed the appropriate C.O.P.S. sessions and programs offered at the event;
4. 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; and
5. no other funds were received or requested from any other C.O.P.S. or other organization for the same travel and/or event participation.

**C.** Airline reservations will be purchased at the lowest fare available offered by an airline, e.g., senior fare, coach fare, *Wanna Get Away* or similar airline programs, etc. In addition, any fees or charges for any optional or special service(s) associated with or charged with the purchase of an airline ticket (for example, upgrade of seating, *Business Select* or similar programs, checking more than one piece of luggage, *EarlyBirdCheck-In* or similar optional services, *ChoiceSeats* or similar optional services offered by an airline, etc.) are subject to disapproval for reimbursement unless unusual circumstances warrant the optional service(s) purchased.

**D.** If he/she did not comply with Chapter requirements in order to obtain travel reimbursement but received payment to attend the program/session/event, any funds received as payment will be returned to the Chapter.

---

Hector T. Dittamo  
President  
Washington, DC Chapter of C.O.P.S.  
February 6, 2016