

# TRAVEL REQUEST FORM

CHICAGO POLICE DEPARTMENT

(Completed by each traveler)

<b>FULL LEGAL NAME:</b> (Spell out middle name - no initials.) Pax _____ /Bell _____		<b>BUREAU:</b> _____	<b>UNIT No.</b> _____
<b>ALTERNATE CONTACT PERSON:</b> Pax _____ /Bell _____		<b>DIVISION/SECTION:</b> _____	
<b>NAME OF EVENT:</b> _____		<b>RETURN DATE:</b> _____	<b>TIME:</b> _____
<b>DEPARTURE DATE:</b> _____	<b>TIME:</b> _____	<b>REASON FOR TRAVEL:</b> (Check one & submit backup justification)	
<b>DESTINATION:</b> _____	<b>ZIP CODE OF EVENT:</b> _____	<input type="checkbox"/> Training <input type="checkbox"/> Professional Development <input type="checkbox"/> Conference <input type="checkbox"/> Court Proceedings <input type="checkbox"/> Legislative Territory <input type="checkbox"/> Meeting <input type="checkbox"/> Site Visits <input type="checkbox"/> Case Preparation <input type="checkbox"/> Registration ONLY <input type="checkbox"/> Other _____	
<b>FUNDING:</b> <input type="checkbox"/> Grant <input type="checkbox"/> Consent Decree <input type="checkbox"/> Corporate <input type="checkbox"/> Self Pay <input type="checkbox"/> 3rd Party <input type="checkbox"/> Other _____			

## ESTIMATED TRAVEL COST:

Must be completed, approved and submitted with all supporting documentation to the Office of Public Safety Administration's Travel Section, Finance Division, **23** days PRIOR for travel in the 48 adjoining United States and **28** days PRIOR for International travel and travel to Washington D.C., Alaska, Hawaii, and the U.S. Territories. Lodging and meal rates can be found at [www.gsa.gov](http://www.gsa.gov).

<u>ESTIMATED EXPENSE(S):</u>	<u>Traveler's Requested Cost</u>	<u>Finance Approved Cost (Finance Use Only)</u>
Transportation: air, rail, Department vehicle, personal vehicle Note: see City of Chicago Travel Policy guidelines for personal vehicle.	\$ _____	\$ _____
Ground Transportation: bus, taxi, shuttle, etc. (See rates on side 2 of this form)	\$ _____	\$ _____
Meals: _____ days @ _____ per day	\$ _____	\$ _____
First & Last Day: _____ per day (75% of regular per diem rate)	\$ _____	\$ _____
Lodging: _____ days @ _____ per day	\$ _____	\$ _____
Registration (Account 169) ..... (Must attach completed registration form)	\$ _____	\$ _____
<b>OTHER EXPENSES:</b> ( <i>must indicate</i> ) i.e., car rental, parking fees, baggage fees, etc.. _____	\$ _____	\$ _____
<b>AIRLINE BOOKING FEE:</b> <input type="checkbox"/> \$8.00 <input type="checkbox"/> \$22.00	\$ _____	\$ _____
<b>TOTAL ESTIMATED COST:</b> .....	\$ _____	( \$ _____ )
		<b><u>Final Approved Total Cost</u></b>

This travel request has been reviewed. The purpose of this trip is beneficial to the City and adheres to the City of Chicago Travel Policy. If agree, please check box.

**TRAVELER:**  
\_\_\_\_\_ Signature      Employee No. \_\_\_\_\_      DATE: \_\_\_\_\_

**COMMANDING OFFICER:**  
\_\_\_\_\_ Print Name      \_\_\_\_\_ Signature      DATE: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ DATE: \_\_\_\_\_  
Bureau Chief's Signature

# GROUND TRANSPORTATION RATES

Ground transportation (to be use at destination city only) is reimbursed at the following rates by groups of cities:

- Group 1 -\$55
- Group 2 -\$50
- Group 3 -\$45
- Groups 4 & 5 -\$40

GROUP 1 CITIES	GROUP 2 CITIES	GROUP 3 CITIES	GROUP 4 CITIES	GROUP 5 CITIES
Boston, MA	Atlanta, GA	Cleveland, OH	Columbus, OH	International Cities
Los Angeles, CA	Baltimore, MD	Denver, CO	Hartford, CT	All Other Cities
Miami, FL	Chicago, IL	Detroit, MI	Kansas City, MO	
New York, NY & Metro	Dallas, TX	Honolulu, HI	Louisville, KY	
San Francisco, CA	Philadelphia, PA	Indianapolis, IN	Milwaukee, WI	
Washington DC & Metro	San Jose, CA	Las Vegas, NV	Nashville, TN	
	White Plains, NY	Madison, WI	Pittsburgh, PA	
		Portland, OR		
		San Diego, CA		
		Springfield, IL		
		St. Louis, MO		
		Tampa, FL		

The ground transportation rate covers the full trip costs (not daily) and only covers business-related travel in the destination city. Local ground transportation costs, such as parking at Chicago airports, are not covered. Ground transportation includes public transportation, rideshare, shuttles, and taxis. Shuttle service or public transportation is encouraged. For-hire vehicles may be used if the cost is less than the cost of a taxi service or other means of transportation. Gratuity for ground transportation is the sole responsibility of the traveler and is not reimbursable.