

**Washington, DC Chapter of Concerns of Police Survivors
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Standard Operating Procedure #2012-03

Review/Revision Date: January 23, 2024

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, hereinafter referred to as DC-COPS, 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 DC-COPS 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. It was reviewed and revised by the Chapter Board on January 23, 2024.

1.4 CHAPTER BOARD: Chapter Board in this SOP refers to its voting members.

1.5 SURVIVORS: Survivors include spouses, children (natural, adopted and step), adult children, parents, siblings, fiancé, significant others, extended family (e.g., aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, and in-laws), co-workers affected by the loss of any law enforcement officer, and suicide survivors, as determined by the Public Safety Officer Support Act of 2022. C.O.P.S. serves survivors of officers whose death has been determined as line of duty by PSOB, FBI, FOP, or NLEOMF or those in the process of applying for benefits through the Public Safety Officers' Benefits Program.

1.6 CHAPTER BOARD APPROVAL:

A. C.O.P.S. offers a variety of activities, training opportunities, conferences, workshops, etc. for C.O.P.S. survivors. If an individual plans to request reimbursement by DC-COPS for attendance/participation at any of these C.O.P.S. events, the individual must submit a Travel Expense Report Form (Form DC#5), hereinafter referred to as Form DC #5, for Board approval PRIOR to the event.

B. There is no requirement to obtain Board approval if the individual is attending/participating at the individual's own expense UNLESS required by the National Office and/or the event/activity stipulates that the individual is to serve as a Chapter representative, then the individual must obtain Board approval using the Form DC#5 PRIOR to attending.

2.0 ELIGIBILITY/CONDITIONS FOR REIMBURSEMENT:

A. Eligibility: To be eligible for reimbursement by DC-COPS for any travel expenses, the individual must be:

1. A survivor of a law enforcement officer who died in the line of duty as defined by federal criteria (see Section 1.5 above);
2. An active/participating survivor/member of DC-COPS;
3. Included in the DC-COPS survivor/membership database and at the National C.O.P.S. Office as being a survivor/member of DC-COPS.

B. Conditions: To accept financial assistance/reimbursement from the Chapter for the purpose of traveling to/attending the event for which reimbursement is being sought, the eligible individual must certify:

1. He/she completed the travel as stated on the approved Form DC#5;
2. He/she attended and/or completed the appropriate C.O.P.S. sessions and programs offered at the event;
3. Proof of attendance (e.g., 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
4. No other funds were received or requested from any other C.O.P.S. and/or other organization for the same travel and/or event participation.

C. Compliance: If the individual did not comply with Chapter conditions and requirements for travel reimbursement but received payment to attend the program/session/event from any other source, any funds received from DC-COPS must be returned to the Chapter.

D. See these sections for eligibility/conditions for reimbursement and requirements specific to the various trainings/activities/events:

Section 2: Eligibility/Conditions for Reimbursement by DC-COPS

Section 3: C.O.P.S. *Hands-On* Programs (HOP)

Section 4: National C.O.P.S. Annual Chapter Training

Section 5: National C.O.P.S. Special Training (Traumas of Law Enforcement, topic specific training, national conferences)

Section 6: National C.O.P.S. Fundraising Other (National or Local) C.O.P.S. Events

Section 7: National Police Week/National Police Survivors Conference

Section 8: Other Special Local/National C.O.P.S. Activities/Activities/Events

3.0 C.O.P.S. HANDS-ON PROGRAMS:

3.1 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.
- C. C.O.P.S. recognizes that survivors receive the best help from peers who are experiencing the same survivor issues. A survivor will not be eligible to attend a HOP unless the Program is specific to their survivorship.

3.2 REIMBURSEMENT:

- A. DC-COPS 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. DC-COPS will not reimburse for travel (one-way or round trip) between home and airport/train station/bus terminal or local conference/training/meeting venue, hereinafter referred to as “venue”, unless special circumstances warrant reimbursement and prior Board approval is obtained. If long-term parking or parking fees at a venue is an authorized reimbursement for an event/activity, reimbursement for taxi, ride-share service, public transportation (e.g., bus, train, METRO) could be authorized in lieu of the parking fee if the cost for such travel does not exceed the cost of long-term parking at the venue.
- B. The maximum amount of reimbursement cannot exceed \$600.00 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 from DC-COPS to a National C.O.P.S. program/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 the 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 Form DC#5 along with receipts to the DC-COPS Treasurer within 60 days of return.

E. The DC-COPS Treasurer will provide reimbursement within 21 days of receiving the 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 DC-COPS must be an active/participating survivor/member of DC-COPS. In addition, the individual must be included in the survivor/membership database at the DC-COPS level and at the National C.O.P.S. Office as being a survivor/member of DC-COPS.

I. If an individual requests reimbursement from DC-COPS, airline tickets will be at the lowest fare offered by an airline, e.g., coach, senior fare. Fees or charges for any optional or special service(s) associated with the purchase of an airline ticket, e.g., seat upgrade, choice seat selection, early check-in/boarding, checking more than one piece of luggage, oversize/overweight baggage, WiFi, are not eligible for reimbursement unless unusual circumstances warrant the service(s). Any airline ticket change/cancel/delay fees are reimbursable if the cause for the action is due to no fault of the traveler.

4.0 NATIONAL C.O.P.S. ANNUAL CHAPTER TRAINING:

4.1 ATTENDANCE:

A. DC-COPS will designate, with the approval of the Chapter Board, a minimum of one individual as the DC-COPS 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 DC-COPS 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 DC-COPS upon return from the Training. Travel expenses to be reimbursed to the individual per the National Travel policy.

C. The DC-COPS 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 only the registration/training fee expense, if any, to be reimbursed by DC-COPS. Hotel, travel and travel-related expenses are not reimbursed by the Chapter and are at the individual's own expense.

D. The DC-COPS 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 any Chapter representatives who are in addition to the one(s) authorized to attend at National's expense.

4.2 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.), DC-COPS 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.), DC-COPS 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, DC-COPS will reimburse an individual only for the cost of the National C.O.P.S. registration/training fee, but the individual will not be reimbursed for travel and travel-related expenses. 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., DC-COPS will not reimburse an individual for the cost of the National C.O.P.S. registration/training fee, for travel and travel-related expenses 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 \$600.00 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 Form DC#5 for any reimbursement authorized, along with receipts, to the DC-COPS Treasurer within 60 days of return. The DC-COPS Treasurer will provide reimbursement within 21 days of receiving the 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 DC-COPS must be an active/participating survivor/member of DC-COPS. In addition, the individual must be included in the survivor/membership database at the DC-COPS level and at the National C.O.P.S. Office as being a survivor/member of DC-COPS.

K. DC-COPS will not reimburse for travel (one-way or round trip) between home and airport/train station/bus terminal or local conference/training/meeting venue, unless special circumstances warrant reimbursement and prior Board approval is obtained. If long-term parking or parking fees at a venue is an authorized reimbursement for an event/activity, reimbursement for taxi, ride-share service, public transportation (e.g., bus, train, METRO) could be authorized in lieu of the parking fee if the cost for such travel does not exceed the cost of long-term parking at the venue.

L. If an individual requests reimbursement from DC-COPS, airline tickets will be purchased at the lowest fare offered by an airline, e.g., coach, senior fare. Fees or charges for any optional or special service(s) associated with the purchase of an airline ticket, e.g., seat upgrade, choice seat selection, early check-in/boarding, checking more than one piece of luggage, oversize/overweight baggage, WiFi, are not eligible for reimbursement unless unusual circumstances warrant the service(s). Any airline ticket change/cancel/delay fees are reimbursable if the cause for the action is due to no fault of the traveler.

4.3 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.

5.0 NATIONAL C.O.P.S. SPECIAL TRAINING:

5.1 DEFINITION:

C.O.P.S. Special Training includes any training provided outside of the C.O.P.S. Chapter Training, e.g., Traumas of Law Enforcement Training (TLE); National Conference on Law Enforcement Wellness & Trauma; Surviving to Thriving National Conference; other topic specific training.

5.2 ATTENDANCE:

A. To participate, individual(s) must get pre-approval of the DC-COPS Board by a Board vote by completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses to be eligible for travel reimbursement to the 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 DC-COPS Board and/or the Chapter membership.

D. There are C.O.P.S. training/conferences that normally retain the same contents year-to-year with changes of presenters but no other significant changes, e.g., Traumas of Law Enforcement Training (TLE) and National Conference on Law Enforcement Wellness & Trauma. Also, some training/conferences could have tailored material presented for active duty LEOs, e.g., Traumas of Law Enforcement Training (TLE) and National Conference on Law Enforcement Wellness & Trauma, and although non-active duty LEOs and others are invited to attend to gain an experience of what is being offered, yearly attendance is not necessary. Therefore, such training/conferences will be limited for DC-COPS funded attendance to once every three years. However, individuals can register for such events with the National Office and attend at his/her own expense if so desired.

5.3 REIMBURSEMENT:

A. If reimbursement by DC-COPS is requested, 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 \$600.00 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. If reimbursement by DC-COPS is requested, upon return from a C.O.P.S. Special Training, the traveler must sign and submit a Form DC#5 along with receipts to the DC-COPS Treasurer within 60 days of return. The DC-COPS Treasurer will provide reimbursement within 21 days of receiving the 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 DC-COPS must be an active/participating survivor/member of DC-COPS. In addition, the individual must be included in the survivor/membership database at the DC-COPS level and at the National C.O.P.S. Office as being a survivor/member of DC-COPS.

H. DC-COPS will not reimburse for travel (one-way or round trip) between home and airport/train station/bus terminal or local conference/training/meeting venue, unless special circumstances warrant reimbursement and prior Board approval is obtained. If long-term parking or parking fees at a venue is an authorized reimbursement for an event/activity, reimbursement for taxi, ride-share service, public transportation (e.g., bus, train, METRO) could be authorized in lieu of the parking fee if the cost for such travel does not exceed the cost of long-term parking at the venue.

I. If an individual requests reimbursement from DC-COPS, airline tickets will be purchased at the lowest fare offered by an airline, e.g., coach, senior fare. Fees or charges for any optional or special service(s) associated with the purchase of an airline ticket, e.g., seat upgrade, choice seat selection, early check-in/boarding, checking more than one piece of luggage, oversize/overweight baggage, WiFi, are not eligible for reimbursement unless unusual circumstances warrant the service(s). Any airline ticket change/cancel/delay fees are reimbursable if the cause for the action is due to no fault of the traveler.

6.0 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.):

6.1 ATTENDANCE:

A. Persons traveling at the expense of DC-COPS to any events stated in paragraph 6.0, 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 \$600.00 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. To participate, individual(s) must get pre-approval of the DC-COPS Board by a Board vote by completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses to be eligible for travel reimbursement to National C.O.P.S. fundraising events, such as the National C.O.P.S. Golf Tournament, Law Enforcement United (LEU) events, *C.O.P.S. Walk*, etc. or any other National or local C.O.P.S. event.

D. Individual(s) will be expected to raise the required funds needed to participate in C.O.P.S. fundraising/other (if applicable) event.

E. Individual(s) will be expected to attend the entire C.O.P.S. fundraising/other event.

F. The Board will review the request and determine what is appropriate for reimbursement to the individual by the Chapter.

6.2 REIMBURSEMENT:

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

D. DC-COPS will not reimburse for travel (one-way or round trip) between home and airport/train station/bus terminal or local conference/training/meeting venue, unless special circumstances warrant reimbursement and prior Board approval is obtained. If long-term parking or parking fees at a venue is an authorized reimbursement for an event/activity, reimbursement for taxi, ride-share service, public transportation (e.g., bus, train, METRO) could be authorized in lieu of the parking fee if the cost for such travel does not exceed the cost of long-term parking at the venue.

E. If an individual requests reimbursement from DC-COPS, airline tickets will be purchased at the lowest fare offered by an airline, e.g., coach, senior fare. Fees or charges for any optional or special service(s) associated with the purchase of an airline ticket, e.g., seat upgrade, choice seat selection, early check-in/boarding, checking more than one piece of luggage, oversize/overweight baggage, WiFi, are not eligible for reimbursement unless unusual circumstances warrant the service(s). Any airline ticket change/cancel/delay fees are reimbursable if the cause for the action is due to no fault of the traveler.

7.0 NATIONAL POLICE WEEK/NATIONAL POLICE SURVIVORS CONFERENCE:

7.1 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 of the DC-COPS Board by a Board vote by completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses (less meals) to be eligible for travel 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.

7.2 REIMBURSEMENT:

A. DC-COPS will reimburse Chapter First Year/First Time Survivor(s) (Spouse/ Children/Parents/Step Parents/Parents-in-law/fiancé/significant other of the fallen officer) 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 DC-COPS Board on a case-by-case basis. Any extended family reimbursement is not authorized without Board approval.

B. DC-COPS 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 Form DC#5 along with receipts to the DC-COPS Treasurer within 60 days of return. The DC-COPS Treasurer will provide reimbursement within 21 days of receiving the 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. immediate family members of the fallen officer being honored. Any extended family reimbursement is not authorized without Board approval. 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 DC-COPS must be an active/participating survivor/member of DC-COPS. In addition, the individual must be included in the survivor/membership database at the DC-COPS level and at the National C.O.P.S. Office as being a survivor/member of DC-COPS.

G. DC-COPS will not reimburse for travel (one-way or round trip) between home and airport/train station/bus terminal or local conference/training/meeting venue, unless special circumstances warrant reimbursement and prior Board approval is obtained. If long-term parking or parking fees at a venue is an authorized reimbursement for an event/activity, reimbursement for taxi, ride-share service, public transportation (e.g., bus, train, METRO) could be authorized in lieu of the parking fee if the cost for such travel does not exceed the cost of long-term parking at the venue.

H. If an individual requests reimbursement from DC-COPS, airline tickets will be purchased at the lowest fare offered by an airline, e.g., coach, senior fare. Fees or charges for any optional or special service(s) associated with the purchase of an airline ticket, e.g., seat upgrade, choice seat selection, early check-in/boarding, checking more than one piece of luggage, oversize/overweight baggage, WiFi, are not eligible for reimbursement unless unusual circumstances warrant the service(s). Any airline ticket change/cancel/delay fees are reimbursable if the cause for the action is due to no fault of the traveler.

8.0 OTHER SPECIAL LOCAL/NATIONAL C.O.P.S. ACTIVITIES/CONFERENCES/EVENTS (NOTE: these activities/events must be pre-approved by the Chapter Board and will be considered on a case-by-case basis.):

8.1 ATTENDANCE:

A. There could be an occasion where DC-COPS or a DC-COPS member is requested or tasked to represent DC-COPS or National C.O.P.S. at an event/activity locally or away from the DC area. If the request and funding is from National C.O.P.S. or other organization other than DC-COPS no Form DC#5 is necessary. If DC-COPS funding for the special situation is necessary, the individual(s) must get pre-approval of the DC-COPS Board by a Board vote by completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses (less meals) to be eligible for reimbursement to the event/activity. Reimbursement for meals may be authorized, if circumstances warrant; authorization will be on a case-by-case basis and will be reimbursed based upon the current GSA per diem rates for travel and meals.

B. Participation in these type activities/events/conferences/training is voluntary and may be eligible to be funded by DC-COPS, fully or partially. If funding is from National C.O.P.S. or other organization other than DC-COPS no Form DC #5 is necessary. If DC-COPS funding for the activities/events/conferences/training is requested, individual(s) must get pre-approval of the DC-COPS Board by a Board vote by

completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses (less meals) to be eligible for reimbursement. Expenses for reimbursement will be addressed on a case-by-case basis, approval by the Board, and the availability of DC-COPS funds.

C. There may be occasions for DC-COPS members to be participants/volunteers/escorts/ etc. at C.O.P.S. events, e.g., NPW, TLE, etc. Any expenses for such events will be on a case-by-case basis and approved by the Board.

D. Individual(s) will be expected to attend the entire C.O.P.S. conferences/ activities/events as necessary/required.

E. The Board will review any requests and determine what is appropriate for reimbursement to the individual by the Chapter.

8.2 REIMBURSEMENT:

A. If DC-COPS funding for any "special situation" or National C.O.P.S. conferences/ activities/events/training is requested, the individual(s) must get pre-approval of the DC-COPS Board by a Board vote by completing and submitting a Form DC #5 and must include the estimated travel, lodging, and other expenses to be eligible for any reimbursement. Reimbursement for meals may be authorized, if circumstances warrant; authorization will be on a case-by-case basis and will be reimbursed based upon the current GSA per diem rates for travel and meals. Any expenses for reimbursement will be addressed on a case-by-case basis and provided that a Form DC #5 has been properly completed and approved by the Board, and the availability of DC-COPS funds.

B. Upon return from the "special situation" or National C.O.P.S. conferences/ activities/events, the individual must sign and submit a Form DC#5 along with receipts to the DC-COPS Treasurer within 60 days of return. The DC-COPS Treasurer will provide reimbursement within 21 days of receiving the Form DC#5.

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



Daniel Hickson

President

Washington, DC Chapter of C.O.P.S.

January 23, 2024