

EMERGENCY TRAVEL PROCEDURE

Emergency Travel as defined in the [OUT OF TOWN TRAVEL POLICY](#) is an unavoidable circumstance requiring immediate departure and not subject to standard travel authorization protocol.

- Chiefs or designees may authorize emergency travel in the following cases:
 - i. Investigative travel
 - ii. Retrieval of evidence
 - iii. Other instances where such travel requires immediate departure
1. Traveler identifies need to leave immediately for an emergency situation.
 2. Traveler gets authority to travel and the authorized approver on duty, preferably a Major, must inform one of the following of the traveler name(s) and travel details/circumstance for the emergency travel.
 1. Purchasing Director, Joel Neaveill at 502-489-0839
 2. Travel Services Manager, Sheryl Powell at 502-262-5443
 3. Traveler will then call CTM to request emergency travel be arranged. CTM can be reached by calling 1-800-874-7248 which is shown on the homepage in Concur. CTM will call either Joel or Sheryl to verify travel is legitimate before booking can be completed for the traveler. CTM will request traveler's information to make arrangements on their behalf using the LMG Emergency Travel account.
 4. Upon return of travel, Travel Services will obtain an approval email for the emergency travel from the Chief or Designee. LMG Travel Services and the Fiscal Administrator will assist with completion of emergency travel expense reports with the traveler.