

GENERAL EXPECTATIONS

All District personnel are expected to use good judgment regarding the expenditure of District funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

DOCUMENTATION OBJECTIVES

The procedures for documenting the expenses involved in personnel travel on District-related business activities are designed to provide public accountability in two areas:

- A. Pre-approval: Pre-approval of all travel requests to insure that the proposed travel is appropriate to the needs of the District, and that budgeted funds are available for specific travel requests.
- B. Accounting: A complete accounting of the actual expenses for the travel ensures that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

APPROVAL

Deputy Chief of Operations or Fire Chief shall authorize registration, travel and attendance expenditures in advance. All such expenditures must be within the budgeted amounts adopted by the Board for that purpose.

TRAVEL REQUEST

At least two weeks prior to the anticipated travel, the person should submit a completed REQUEST FOR PER DIEM TRAVEL ADVANCE form to the Deputy Chief of Operations. The request will document advance approval of the requested travel, and provide the basis for an advance of funds to personnel.

TRAVEL SETTLEMENT

Within one week after the authorized travel has been completed, the person must turn in all receipts for other expenses except lodging and mileage to be paid on an actual basis.

GUIDELINES

The following general guidelines apply to the reimbursement of employee travel expenses:

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- A. Transportation. The actual cost of transportation, taxi fares, telephone cost and similar items incidental and necessary to the performance of official business while in travel will be paid by the District. If a personal vehicle is used, the District will reimburse at the IRS allowable rate per mile for the actual mileage required for the trip and must be approved in advance in writing by the Fire Chief or Deputy Chief of Operations. Parking and other related expenses must be documented by receipt.
 - B. Lodging. Hotel or motel accommodations shall be completed by the District's administration office. The District will pay the actual cost of lodging for approved training.
 - C. Meals. Personnel will be allowed a per diem rate of \$55.00 per day for meals. No receipts are required for meals covered under the per diem. Personnel traveling out of state for travel will receive meal reimbursement based on the IRS allowable amounts for the location of the training.
 - D. Telephone and Telegram. Personnel should request a Department phone card from Administration prior to any out of town business for making a call home. Telephone calls directly to the District office can be made and charged to the room or on a District issued cell phone.
 - E. Registration and Tuition Fees. Expenses for registrations and/or tuition fees are allowable expenses. A copy of the registration must be attached to the Request for Training form. The District will pay for registration and tuition fees in advance. These are not reimbursable expenses.
 - F. Accompanied Travel. Expenses for family members who accompany personnel on a trip are not reimbursable.