

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Travel and Expense

REVISED: 02/07/2008

APPLIES TO: All Personnel

POLICY: # 1300

PAGE: Page 1 of 4

I. PURPOSE

To ensure fair and uniform treatment of all employees traveling on behalf of the Fire District and to protect the interests of the Fire District.

II. POLICY

A. Travel shall be approved only for travel to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of Fire District business.

B. Only expenses incurred by the employee in the transaction of official business are to be reimbursed. Expenses such as personal entertainment, alcoholic beverages and expenses incurred by the employee's family are not reimbursable.

C. Travel requests must be approved by the Fire Chief or his designee prior to travel.

III. CLASSIFICATION OF EXPENSE ITEMS

The following list of allowable expenses is intended as an informational guide for determining appropriate expenses when traveling on Fire District Business. It is not all-inclusive and interpretation is within the scope of the Fire Chief or designee.

A. TRANSPORTATION

1. Fire District vehicles shall be the standard method of transportation while traveling within the State; however, travel by air or personal vehicle may be approved when circumstances warrant.

2. Air, Fire District vehicle, or personal vehicle may be approved for out-of-state travel when circumstances warrant.

3. When a Fire District vehicle is used for out-of-state travel, lodging and meals will be allowed on the same basis as if the individual has traveled by air. Use of personal vehicles may be authorized when the convenience to the Fire District is served. When such use is authorized, a flat rate per mile equivalent to the prevailing IRS rate will be allowed. The total allowance shall in no case exceed the cost of air passage if such service is available. The most direct route will be used when calculating vehicle mileage.

4. When air travel is necessary, tourist or discount airline rates shall be considered standard for out of state travel.

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Travel and Expense

REVISED: 02/07/2008

APPLIES TO: All Personnel

POLICY: # 1300

PAGE: Page 2 of 4

5. When air travel is used, expenses for local transportation such as taxi, shuttle fare, or car rental will be allowed whenever such transportation is necessary to properly conduct Fire District business. Receipts should be obtained.

6. When traveling with family members, the Fire District will only pay for the employee's fare at the lowest cost.

B. LODGING

Expenses will be allowed for adequate housing necessary and appropriate to the purpose of the trip (relative to the area and availability where business is taking place). Receipts must be provided. Additional rates necessitated by family members will be at the employee's expense.

C. MEALS

1. Except for local travel as defined by Section 4A of this rule, the Fire District provides per diem allowances for meals necessary in the conduct of Fire District business. Per diem allowances shall be established annually, based upon IRS guidelines. No expense for alcoholic beverages shall be reimbursed.

2. No allowance shall be given for meals that are included with the registration fee. The per diem meal allowance will be prorated and adjusted for meals provided through registration fees or other special arrangements that relieve the employee of out-of-pocket expenses.

3. The number of meals provided per day will depend when the employee would have departed from or arrived back at their normal work site, even if they don't actually leave from that site. Departure before 6:30 am entitles the employee to the breakfast per diem allowance and arrival back after 6:30 pm entitles the employee to the evening per diem allowance.

D. TELEPHONE AND FAX EXPENSES

Telephone and fax charges will be allowed for official calls only and require proper documentation. Official calls may be interpreted to mean local business calls, long distance calls related to Fire District business, or personal calls home while traveling on Fire District business (15 minute maximum, not to exceed one call per day).

E. REGISTRATION FEES

Fees charged for registration at any approved convention or meeting are allowed for reimbursement. A receipt or some other proof of the fee, such as a copy of the conference program setting forth the fee rate, must be provided.

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Travel and Expense

REVISED: 02/07/2008

APPLIES TO: All Personnel

POLICY: # 1300

PAGE: Page 3 of 4

F. MISCELLANEOUS

All miscellaneous expenses must be itemized. Incidental expenses may include parking fees, toll road fees and gratuities for baggage handling. Gratuities for meals are included in the per diem meal allowances and should not be listed as a miscellaneous expense.

G. SPECIAL CONSIDERATIONS

Discretion is allowed, with the approval of the Fire Chief, for expenses to provide for unusual circumstances. All requests for special considerations shall be in writing and attached to the travel report.

IV. PROCEDURE

To facilitate control of travel costs and to ensure accountability, the procedures for authorization, advance payments, reconciliation of advances and reimbursement for approved expenses should be as follows:

A. Expenses for local travel, this includes cities within a forty-five (45) mile radius, for which staff time and the cost of one meal may be expended, will be paid by District credit card or reimbursed to the employee through petty cash following the actual travel. Per diem expenses shall not apply to these expenses. A receipt for the expenses must be turned into the Office Manager to qualify for reimbursement. Personnel shall be responsible for ensuring that the meal expense is within reason for the circumstances.

B. All other travel to attend conferences, training sessions, or other meetings shall be requested in writing and supported by a program or other evidence.

1. Any person traveling on behalf of the Fire District shall submit in writing the nature of the trip, destination, dates of the beginning and termination of the official leave, as well as estimation of expenses.

2. Authorization and approval by the Fire Chief are required for all out of District travel, except as noted in A above. Criteria for approval shall include, but not be limited to, availability of budgetary funds, manpower to cover the traveling employee, and applicability of training or travel to the employee's job description.

3. Request of pre-paid expenses, such as room costs, airfare, and registrations, must be noted in writing with the vendor noted and date needed. Travel requests, which require prepaid expenses, should be submitted at least ten (10) days in advance of the anticipated travel.

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Travel and Expense

REVISED: 02/07/2008

POLICY: # 1300

APPLIES TO: All Personnel

PAGE: Page 4 of 4

Travel advances are available for Fire District employees. These advances may include mileage allowances for use of a personal vehicle, estimated expenses for use of a Fire District vehicle, rental vehicle, lodging expenses, per diem meal allowances, and any miscellaneous expense. Advances are not allowed if the total expense is less than \$15.00.

An advance payment does not constitute approval for expenditure of the entire amount; all expenditures must be justified and approved following completion of travel.

C. REPORTING OF EXPENSES

The completed expense report shall be approved by the Fire Chief and filed with the Office Manager no later than five (5) working days following the employees return to work. Approved receipts for expenses and any unused portion of a travel advance must be attached. If the actual expense exceeds the advance, completion of the expense report with approved expenses attached shall constitute a voucher for payment to the employee.

D. REIMBURSEMENT BY AN OUTSIDE AGENCY

Whenever travel is secured on the basis of reimbursement of expenses to the Fire District by an outside agency, the Fire Chief shall be responsible for indicating this fact in writing and also obtaining the reimbursement.

E. EXPENSE GUIDELINES

Meal allowances will be set at \$40.00 dollars per day; reasonable lodging rates when stay is required. Current IRS mileage rates will be calculated for the trip.