

Travel Request and Reimbursement

222.1 PURPOSE AND SCOPE

To describe the manner and procedures by which employees and Board Members expenses will be paid for local or overnight conference/meetings, schools/seminars, and out of county responses. The district will comply with regulations of the Internal Revenue Service.

222.2 REIMBURSEMENT

222.2.1 REGISTRATION

The district will pay registration fees for conferences/meetings or schools/seminars as approved by the Fire Chief (as specified in the current MOU, employment agreement, and Career Development Guide). A course announcement or conference agenda must be submitted with the Request for Travel Authorization and Advance. A receipt must be obtained.

222.2.2 LODGING

Overnight lodging will be approved for events that are 50 or more miles from the district boundaries. Exceptions may be granted by the Board of Directors. A receipt is to be obtained. The district will use the applicable General Services Administration (GSA) per diem rated used by the IRS for lodging at the time of travel - <http://www.gsa.gov>

222.2.3 TRANSPORTATION

- (a) The form of transportation utilized shall be the most practical for the situation. Air travel may be used to reduce the amount of absent time or when the cost is less than mileage. If the attendee chooses to drive, mileage reimbursement will be limited to what the cost of air fare would have been.
- (b) Transportation expenses include common carrier costs, parking, airporter, bridge tolls, etc.
- (c) Private vehicle mileage is based on current GSA per diem rates used by the IRS at the time of travel.
- (d) Receipts shall be obtained for transportation related costs.

222.2.4 MEALS

- (a) The amount granted to cover meals will be adjusted to take into account any meals included in the meeting or conference registration fee.
- (b) The cost for meals will be reimbursed on the basis of a flat amount for each meal paid for by the attendee as provided in the GSA per diem rate used by the IRS for travel. Attendees will not be required to specifically account for actual meal expenses, but will be required to certify the particular meal payments for which they are claiming reimbursement.

Novato Fire Protection District

Novato FPD Fire Policy Manual

Travel Request and Reimbursement

222.2.5 OUT OF COUNTY

When out of county and fuel, food, and lodging/shelter are not available, and/or designated rest areas are not conducive to proper resting of our personnel, the district will pay expenses based on the IRS tables contained in this policy.

A copy of the Strike Team Leader's form 14 (F-14) shall accompany all receipts submitted for reimbursement.

222.3 REQUESTS

- (a) A Request for Travel Authorization and Expense Form for travel that is budgeted is to be completed with estimated expenses listed when travel exceeds a 100 mile radius of the district borders. The travel form must be approved by the Division head and the Fire Chief.
- (b) Travel by the Board of Directors must be submitted and approved by the Board of Directors at a regular meeting prior to the travel. A Request for Travel Authorization and Expense Form should be used. No district expenses should be used until approval from the Board of Directors occurs.
- (c) An Actual Expense Report Form is to be completed following the trip, listing actual expenses incurred, together with required receipts. If actual expenses are less than the amount advanced, a check from the attendee is to accompany the Actual Expense Form.
- (d) Travel for Fire Chief and Deputy Fire Chief must be submitted and approved by the Board of Directors at a regular meeting prior to the travel when travel exceeds a 100 mile radius from district boundaries.