
Travel Request and Reimbursement

224.1 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.

224.2 REIMBURSEMENT

224.2.1 REGISTRATION

The district will pay registration fees for conferences/meetings or schools/seminars as approved by the Fire Chief or the Board of Directors (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.

224.2.2 LODGING

Overnight lodging will be approved for events that are 50 or more miles from the district boundaries. Exceptions may be granted by the Fire Chief or Board of Directors. A receipt is to be obtained. Every effort will be made by those attending conferences/meetings or schools/seminars to obtain the conference or class lodging rate, if available, or remain within 25% of the applicable GSA per diem rate available at <http://ww.gsa.gov>. Exceptions may be granted by the Fire Chief or Board of Directors.

224.2.3 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.

224.2.4 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 covered or 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. Every effort will be made by those attending conferences/meetings or

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schools/seminars to stay within 25% of the applicable GSA per diem rate for meals and incidentals.

- (c) Attendees claiming more than the GSA per diem will be required to submit receipts for actual meal expenses..If receipts have been lost or not obtained, attendees must complete an AD-115a Credit Card Transaction Replacement Receipt form.
- (d) Alcohol is not a reimbursable item.
- (e) Attendees who have been issued district credit cards may use these cards for the purchase of meals, and must adhere to all provisions listed in this section. Receipts must always be provided if a district credit card is used for payment.

224.2.5 OUT OF COUNTY

Refer to Policies 339 Out of County Strike Team/Task Force Leader and 340 Out of County Personnel and Apparatus for information on out of county travel reimbursement.

224.3 REQUESTS

- (a) An AD 49 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 for official business, conferences, classes, etc. must be submitted and approved by the Board of Directors at a regular meeting prior to the travel. An AD 49 Request for Travel Authorization and Expense Form should be used. No district expenses should be incurred until approval from the Board of Directors occurs. Directors may be reimbursed for unanticipated expenditures by seeking retroactive approval from the Board of Directors for expenditures deemed critically necessary.
- (c) Directors shall reimburse the District for any conference registration, event registration, airfare, and/or accommodation costs when said Director does not attend the conference or event and/or cancels after the minimum cancelation period set forth herein and/or did not obtain required pre-approval.Exceptions may be made for illness, injury, or family emergency.
- (d) If an employee has submitted an AD 49, they must submit an AD 50 Actual Expense Report Form 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 AD 50 Actual Expense Form.
 - 1. If an AD 49 was not completed, employees must still complete the AD 50 form and return to the Administrative Services Manager for filing in the District files.Receipts should accompany any check requests or credit card statements and be given to the Accounting Specialist.
- (e) 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 is outside the state of California.