

ADOPTED: FEBRUARY 1, 2013

REVISED:

Certain employees are entitled to reimbursement for authorized out-of-pocket expenses incurred in pursuit of District business. Detailed receipts are required for all lodging expenses, automobile rentals, airline tickets, and other expenditures. Reimbursement requests should be timely. Employees are reminded that an expense reimbursement is granted as an aid to doing business and should be used prudently. Employees will be reimbursed for lodging, meals, and the use of their personal vehicle for District business as per the current IRS allowable rates. All reimbursement requests will be on monthly expense vouchers and submitted to the Business Manager.

**A. GENERAL EXPECTATIONS**

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

**B. DOCUMENTATION OBJECTIVES**

The Procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. Pre-approval of all travel requests to insure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
2. A complete accounting of the actual expenses for the travel to insure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

**C. APPROVAL**

The Fire Chief shall authorize registration, travel and attendance expenditures in advance within the budgeted amounts adopted by the Board. Prior to submittal for expenditures approval, the request must be approved by Fire Chief.

**D. TRAVEL REQUEST**

At least two weeks prior to the anticipated travel, the employee should submit a completed REQUEST FOR EXPENSES form to Training Officer. This will document advance approval of the requested travel and provide a basis for an advance of funds to the employee.

**E. TRAVEL SETTLEMENT**

Within two weeks after the travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid on an actual basis.

**F. GUIDELINES**

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

1. Transportation. The actual cost of transportation, taxi fares, telephone calls and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt. Mileage will be reimbursed for actual miles driven the event that an employee in his or her personal vehicle.
2. Lodging. Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room. If an employee chooses to make other arrangements for lodging, a payment of \$25.00 per night may be allowed in lieu of paying the actual accommodation costs.
3. Meals. Employees will be allowed a per diem rate according to the current Federal standards (GSA M&IE Rate). No receipts are required for meals covered under the per diem.
4. Telephone. Expenses for telephone and/or facsimile communications are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District or to your room and paid by the District must be reimbursed.
5. Registration and Tuition Fees. Expenses for registrations and/or tuition fees are allowable expenses, and a copy of the registration must be attached to the Request for Expenses form.
6. Accompanied Travel. Any expenses for family members who accompany the employee on a trip are not reimbursable.
7. Alcoholic Beverages. Any expenditures for alcoholic beverages are not allowed and reimbursement will be required if any are charged to the District.