



Roosevelt Fire District

Section:	Policy:
Administration	Travel

1. Scope

This policy applies to all Members, Commissioner, and Employees of the Roosevelt Fire District when traveling on behalf of the District and the procedure for requesting reimbursement. This policy also applies to those Members, Commissioner, and Employees seeking reimbursement for mileage related to offsite local training.

2. Objective

This policy establishes guidelines for (a) requesting approval, (b) general reimbursement, (c) requesting reimbursement

3. District Guidelines

A. Requesting approval

A representative of the District wishing to attend a conference, seminar, meeting or offsite local training must make a request to the Board of Fire Commissioners at their regular meeting. For members these requests are to be made by the Chief's office, who will request approval from the Board of Fire Commissioners. Any volunteer member wishing to attend training offsite must receive approval from the Chief or his designee, prior to the training. Office staff may directly request approval from the Board of Fire Commissioner's, prior to taking the trip or attending the training. When transportation is provided by the Fire District, mileage will not be offered. Submission of training log sheet and/or certificate of completion will be required when submitting a request for reimbursement for offsite local training and conference attendance.

B. General Reimbursement Options

1. Typically, the District will reimburse for the following: Hotel room (if distance is greater than 50 miles from home), Mileage allowance (Not within Hyde Park -see section 7), taxi & rental car expenses, meal expenses, and airfare.
2. The District will not reimburse for the following: Alcoholic beverages, personal entertainment items, outside meals if the housing reservation includes a meal package, expenses that incur before or after official travel status, and expenses incurred for companions accompanying the authorized District representative.
3. The traveler must submit to the District, a completed and signed voucher, with detailed receipts attached. If traveling with multiple members and group meals are purchased by one member, then the receipt should detail which members were included. This group receipt should only include authorized District representatives.
4. The maximum meal allowance per day will not exceed the rate approved by the Board of Fire Commissioners at the yearly reorganization meeting plus a maximum of 20% for tips.

5. To qualify for overnight lodging, the one way mileage shall be more than 50 miles or more from the home fire station. Lodging costs will be reimbursed at federal per diem rate and shall require submission of receipts. An exception to this rate is if a hotel where a conference is being held charges a higher rate. ST-129 Hotel Tax Exemption form should be used and is available at the District Offices. The Board of Fire Commissioners may grant a variance from this distance if special circumstances exist.
6. Transportation costs will be reimbursed for the most economical method of travel to and from the location of the official business to include but not limited to personal auto, taxi, auto rental, airfare or rail. The Board of Fire Commissioners has the right to determine the most economical means of transportation. Tolls are reimbursable at the face value of receipts or e-z pass statement with the tolls highlighted. If a personal vehicle is used the current IRS mileage reimbursement rate will be used.
7. For local training, the total mileage will be the distance to and from the training site, times the number of sessions attended. The mileage allotted will be the shortest route from the member's home fire station to the training site as determined through the use of a computer mapping service. A copy of the map service should be included in the reimbursement submission. The total mileage must exceed 50 miles before being eligible for travel & miscellaneous expense.
8. Alternative travel plans for offsite training must be approved by the Board of Fire Commissioners before attending aforementioned training.

C. Requesting Reimbursement

1. **SAVE ALL RECEIPTS.** A traveler can only be reimbursed for documented expenses. The receipts should be detailed. A copy of the authorized District representative's credit card statement will not be accepted. Restaurant summary receipts will also not be accepted. Any incomplete or missing receipts will not be reimbursed.
2. An authorized District representative may request a travel advance, which would need to be approved by the Board of Fire Commissioners. If any advance exceeds the actual reimbursable expenses, the excess advance must be submitted with a travel expense report. If the actual reimbursable expenses exceed the advance previously given, the remainder of the expenses will be reimbursed after the next regular Board meeting.
3. A signed voucher with all receipts must be submitted to the District Treasurer no later than 2 weeks from the last day of travel or no later than 2 weeks of the end of the seminar or training class for final audit and payment.

D. A final note on District Travel. District travel expenses are paid for with public, taxpayer funds. Please exercise due care while incurring travel expenses

ROOSEVELT FIRE DISTRICT

(Must be submitted to the District Secretary within 2 weeks of travel completion)

EXPENSE REPORT

NAME & ID # _____ TITLE _____

LOCATION OF TRIP _____

DATES OF TRIP _____ TRIP PURPOSE _____

DATE MO/DAY/YR									TOTAL	FOR DISTRICT USE
AIRFARE										
CAR RENTAL										
LOCAL TRAN										
TOLLS PARKING										
PERS VEH MILES										
MILEAGE AMT.										
TRANS. SUBTOTAL										
HOTEL										
TELEPHONE										
LODGING SUBTOTAL										
BREAKFAST										
LUNCH										
DINNER										
MEALS/TRIP SUBTOTAL										
MISC(EXPLAIN BELOW)										
TOTAL										

“MISC.” USED REVERSE IF REQD

LESS CASH ADVANCE	
BALANCE DUE BY MEMBER	
BALANCE DUE BY DISTRICT	
DISTRICT APPROVALS	
COMMISSIONER	DATE
COMMISSIONER	DATE
COMMISSIONER	DATE
PAYMENT PAID BY	DATE

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND IN COMPLIANCE WITH DISTRICT POLICY.

MEMBER SIGNATURE _____

DATE _____