

Travel, Training and Reimbursement Policy

A-079

Date: 9/22/05

BE IT RESOLVED, that is the intent of the Board of Fire Commissioners of the Union Vale Fire District to establish a Travel and Training Reimbursement policy for all members of the Union Vale Fire District and Union Vale Fire Department subject to the following guidelines:

- **SINGLE ROOM RATE** – The district, by law, can only pay for a single room. Any cost above a single room shall be borne by the individual. Receipt from hotel, when other than a single room rate is stated, shall show single room rate. Exception: when more than one member of the Fire Department shares room.
- **EMT REIMBURSEMENT** – The Union Vale Fire District will pay for Certified First Responder (CFR), EMT Basic and Refresher courses under the following conditions: The member must successfully complete the course and provide proof of completion which is to be attached to the District voucher. If the member fails the course, the member will be responsible to pay for the course.
- **AIR FARE** – Coach only and with prior Commissioner approval. Every effort should be made to purchase airline tickets as far in advance as possible to take advantage of super saver fares.
- **CAR RENTALS** – Full size car. Daily rental. Wherever weekly rental can be used, do so. Personal usage in excess of those days dedicated to District function will be prorated and paid for by the individual. Minimum two district persons per car. Exception: when traveling alone, mid-size car. If car rental is out of mid-size vehicles at time of pick up, then upgrading is allowable.
- **MEALS** – All meals require receipts. The cost of meals, including taxes, will only be reimbursed to the limits as established at the Organizational meeting. (Maximums: Breakfast: \$10.00, Lunch: \$20.00, Dinner: \$45.00) Any person on District business who leaves after 6:00 am and returns prior to 6:00 pm will not be entitled to either a breakfast allowance or dinner allowance. Any person on District business where meals are included in the cost of that business such as seminars, symposiums, workshops, etc. will not be entitled to any meal expenses.
- **GRATUITIES** – Meals: 15-20%; and other reasonable gratuities with documentation and/or explanations.
- **TRANSPORTATION** – All arrangements for travel i.e. airline, transportation to and from airports, auto rentals must be handled through the Commissioners or their designee. Travelers must provide all particulars, as far in advance as possible, in order to make arrangements. Whenever possible, the sharing of transportation is required. All exceptions must receive approval from the Board. Use of own car in excess of 500 miles one way, will receive a reimbursement equal to round trip coach, current price. Gas included in mileage. Tolls are reimbursable. Car rental in lieu of flying less than 500 miles is allowable. Mileage is at the rate determined at the annual reorganizational meeting.

- **RESERVATIONS** –All hotel reservations and enrollment in courses need prior approval through the Board of Commissioners. All appropriate information, forms, etc. must be filled out by the travelers as far in advance as possible to travel in order to make appropriate arrangements. Any travel on the day before or after the scheduled trip must have prior approval from the Board.
- **TELEPHONE** – Arrival, departure, & local calls charges will be paid for only.

**UNION VALE FIRE DISTRICT
TRAVEL EXPENSE FORM**

This form is to be filled out completely per Travel Expense Policy and attached to a completed Union Vale Fire District Voucher(s), along with all associated receipts and documentation. Failure to do so, will delay your reimbursement.

Event:

Description _____
Dates _____ Destination _____
Authorized Person(s) Attending _____

Registration Fees:

Number registered _____ x \$ _____ per person = \$ _____

Transportation:

Personal Vehicle (attach description of mileage)
_____ Miles x \$.405 cents per mile = \$ _____

Airline Tickets
_____ # of Tickets x \$ _____ per ticket = \$ _____

Rental Car
Agency _____
Vehicle Make/Model _____
_____ # Days/ _____ # Week x \$ _____ rate = \$ _____

Accommodations:

Where Stayed _____
_____ # of Nights x \$ _____ daily rate = \$ _____

Additional Charges (Be Specific) _____
_____ = \$ _____

Meal Allowance:

_____ # of Breakfast(s) w/ actual receipt(s) (Max. \$10) = \$ _____

_____ # of Lunch(es) w/ actual receipt(s) (Max \$20) = \$ _____

_____ # of Dinner(s) w/ actual receipt(s) (Max \$45) = \$ _____

Other Allowable Expenses:

_____ = \$ _____
_____ = \$ _____
_____ = \$ _____

TOTAL COST:

Subtotal = \$ _____
Subtract any deposits or prepaids - \$ _____
Final Amount = \$ _____