

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1207
	SECTION: 1200	FINANCE
	SUBJECT: TRAVEL REIMBURSEMENT	

Purpose: To establish a procedure for District personnel to receive travel expenditure reimbursements while on District business in compliance with Internal Revenue Service guidelines.

Scope: This procedure shall apply to all district personnel.

Procedure:

Submit Request for travel and expense reimbursement in accordance with Policy 1601 using the Internal Revenue Service guidelines laid out on their web site.

IRS web site address to locate updated travel reimbursement information is:
www.irs.gov/publications

For updated meal reimbursement information, select publication P463 in the HTML format and select Meals.

For updated Cost per Mile Rule, select P15B publication in the HTML format, scroll to Cost-Per-Mile-Rule.

The information can be viewed in the HTML format or PDF format.

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