

Scotts Valley Fire Protection District	Policy: 1601
Subject: Travel Request and Expense Reimbursement	DATED: May 11, 2005

Policy 1601:

PURPOSE

- A. The purpose of this policy is to describe the policy and procedures by which approved expenses of employees and Board Members will be paid for local or overnight conferences/meetings, or schools/seminars. The approved expenses incurred will relate only to events regarding District business.
- B. The purpose of this policy is also to comply with regulations of the Internal Revenue Service.

POLICY

The District will reimburse for all actual approved expenses as described herein. Exceptions may be granted by the Board of Directors.

1. Registration

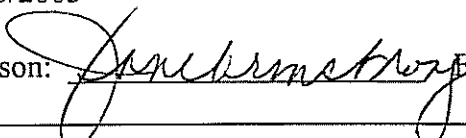
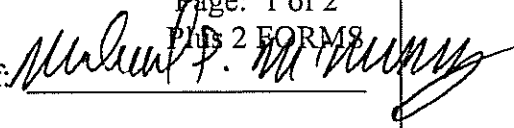
The District will pay registration fees for conferences/meetings or schools/seminars. A course announcement of the conference agenda must be submitted with the Request for Travel Authorization Form. A receipt must be obtained.

2. Lodging

Overnight lodging may be approved for events that are 50 or more miles from the District boundaries. The District will pay reasonable lodging rates for the area. Typically, conference attendees will stay at the host hotel to achieve maximum benefit of the conference. Every effort will be made to utilize the most economical lodging option.

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 may be limited to what the cost of air fare would have been.
- b. Transportation expenses include common carrier cost, parking, airporter, bridge tolls, etc.

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Board Chairperson: 	Fire Chief: 

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- c. Private vehicle mileage is the reimbursement per mile as allowed by the Internal Revenue Service. Mileage is to be documented.
 - d. Receipts shall be obtained for all transportation related costs where reasonably available.
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. Attendees will be required to specifically account for actual meal expenses, and not to exceed reasonable amounts. Alcoholic beverages are not reimbursable.
 - c. The Internal Revenue Service guidelines for meal cost will be used.

PROCEDURE

- A. Travel expenses will be handled on a reimbursement basis. A Request for Travel Authorization Form must be completed and approved prior to travel. The travel form must be approved by the Battalion Chief and the Fire Chief. Authorized travel by the Fire Chief must be approved by the Chair or Vice Chair of the Board of Directors. Authorized travel by Board members requires approval by the Fire Chief.
- B. A Claim Form is to be completed following the trip, listing actual expenses incurred, together with required receipts. A copy of the approved Travel Authorization should also be attached. Reimbursement will be made based on actual expenses.
- C. District Cal Card may be utilized when appropriate for travel expenses. Charges shall not exceed those allowed herein. Appropriate documentation is required and all receipts are required to be submitted. Unauthorized expenditures will be cause for disciplinary action and expenses will be disallowed.