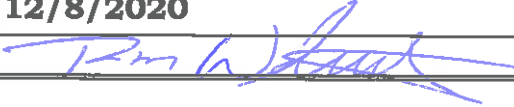


**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1207
	SECTION: 1200 FINANCE	
	SUBJECT: TRAVEL REIMBURSEMENT	
	12/8/2020	
		

Purpose: To establish a procedure for Scotts Valley Fire Protection District (SVFPD) personnel to receive travel expenditure reimbursements while on District business in compliance with Internal Revenue Service guidelines.

Scope: This procedure shall apply to all (SVFPD) personnel.

Procedure:

1. Submit Request for travel and expense reimbursement in accordance with Policy 1601 using the Internal Revenue Service guidelines for Per Diem Rates.
2. All approved travel expenditures charged to a Cal Card do not require an additional form but must be in compliance with Per Diem Rates, and Policy 1601.
3. For updated meal and lodging reimbursement information based on Fiscal Year and Location the below Per Diem Tool shall be utilized:
www.gsa.gov/travel/plan-book/per-diem-rates
4. For updated Standard Mileage Rates, the IRS Mileage Rates shall be utilized:
www.irs.gov/tax-professionals/standard-mileage-rates