
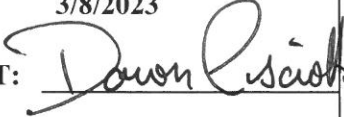



<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1601</b>	<b>SUBJECT: Travel Expense Reimbursement</b>
<b>DATE APPROVED: 3/8/2023</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

***Policy 1601: Travel Expense Reimbursement***

**Purpose:**

The Scotts Valley Fire Protection District (SVFPD) authorizes travel for business and training purposes for staff. This policy allows for the reimbursement for actual and necessary expenses incurred by staff for travel and training purposes. All travel and reimbursements are subject to approval and will be in accordance with policy and Internal Revenue Service (IRS) reimbursement guidelines.

**Objective:**

The objectives of the SVFPD Travel Request and Expense Reimbursement are as follows:

1. To support travel costs incurred on behalf of the SVFPD for the purpose of training or business.
2. To establish uniform criteria and approval authority for reimbursement of travel or training expenses.
3. To avoid the improper use of funds for travel that do not benefit the SVFPD.

**Policy:**

**Travel Requests:**


Educational Time Off (ETO) Requests- Travel requests for classes to be deducted from staff ETO funds per MOU must be approved by a Chief Officer.

**Per Diem and Travel Reimbursement:**

Personnel traveling for authorized SVFPD purposes will be reimbursed for meals and incidental expenses at the established IRS per diem rates. The SVFPD require all staff requesting reimbursement for approved travel to fill out a Travel Expense Report (SOP 1207-1 Form) within thirty (30) days of return from travel. Whenever possible, the most economic option will be utilized when travelling.

**Meals:**

1. Meals will be reimbursed at the established IRS per diem rate
2. Meals will not be reimbursed when provided during travel (i.e. meals provided by conference).
3. Personnel requesting a per diem cannot charge meals to a SVFPD credit card.

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- Meal receipts are not required when receiving a per diem if the travel expense report is completed.

*Transportation:*

- Efforts will be made to utilize the most efficient and economic form of transportation.
- Mileage will be reimbursed in accordance with the IRS mileage rate when utilizing a private vehicle.
- Mileage will be documented if utilizing a private vehicle.
- If utilizing a SVFPD sponsored vehicle, efforts will be made to fuel the vehicle using SVFPD fuel. In the event that is not possible, reimbursement will be made at cost of fuel documented by a receipt.
- Transportation expenses include bridge rolls, parking, etc.

*Lodging:*

- Lodging will be reimbursed at the IRS per diem rate.
- Exceptions can be made for conference room blocks in the event they exceed the IRS per diem rates.

*Cancellations:*

- When travel arrangements must be cancelled, the traveler is responsible for handling the cancellation and for documenting the cancellation. If not cancelled within the cancellation policy the traveler may incur cost of any cancellation fees.
- Cancellations are to be made in a timely manner, when possible, to avoid cancellation fees.

SVFPD will not reimburse for:

- Airline Upgrades
- Alcoholic Beverages
- Early Boarding
- Lodging Upgrades
- Rental Vehicle Upgrades
- Flight Insurance
- Transportation for Personal Activities
- Travel, lodging and meal expenses for non-employees (i.e. family)