



## FINANCE

### 510.3 – TRAVEL POLICY

**Policy Purpose:** This policy establishes procedures, for payment of, and/or reimbursement for District-related travel expenses.

**Adopted Date:**

**Revised Date:** N/A

**Policy #:** 510.3

#### A. Background:

The District recognizes that certain travel and related expenses incurred on behalf of the District by its members are to the benefit of the District. The District will pay for members' reasonable and customary expenses associated with such travel.

#### B. Policy:

##### 1. Application

- a. This policy shall apply to members of the District to include District employees, volunteers, Board members, and contractors.
- b. This policy shall not replace the training policy or the purchasing policy but provide a guide for travel related expenditures.
- c. When travel will be reimbursed by federal funding or contract funds, travel shall be conducted in accordance with any applicable mandatory federal law and regulation or contract that is not reflected in this policy.

- d. The District will pay for the lowest cost of transportation method unless it is in the best interest of the District to use a different method as approved by a member of the Executive Staff.
  - i. If an employee chooses to use an alternative form of transportation that is not in the best interest of the District, they must reimburse the District the additional cost based on the difference.

## 2. Registration - Refer to the Training Policy

## 3. Lodging

- a. Overnight lodging may be approved for events that are 50 or more miles from the District Office or the employee's home, whichever is less.
  - i. The District will pay GSA lodging rates for the area of travel ([www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)). However if the District determines that it is in the best interest for a member and District to stay at a conference hosted hotel, the District shall authorize the higher lodging rate.
  - ii. Under special circumstances, the Fire Chief or their designee may approve lodging reimbursement when the travel designation is less than 50 miles.
  - iii. Movies and other incidentals, such as in-room food or drink purchases, shall be the employee's responsibility.

## 4. Transportation

- a. The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District
- b. Travel outside the continental United States requires Board of Director's approval.
- c. Travel by Air
  - i. All air travel shall be by coach or economy class.

- ii. Efforts should be made to book air travel in advance to take advantage of lower rates.
- iii. Airline incentives such as Frequent Flyer mileage or any cash and/or tickets given in exchange for allowing to be “bumped” from a flight will be considered a personal benefit, which be retained by the traveling member.
- iv. Any grants or other forms of payments that are made to the member for reimbursement for travel expenses that were paid for by the District, must be returned to the District within 14 days of receipt.

d. Travel by Vehicle

- i. Whenever practicable, the District will provide the traveling member with a District vehicle. If the member does not have a District procurement card to pay for gas, the traveling member may check-out a card from the Finance Division for their temporary use.
- ii. If a District vehicle is not available, or if the member is seeking special permission to use their private vehicle for travel, the District will reimburse the traveling member for use of their personal vehicle in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciation, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed.

iii. The District can authorize a rental of a vehicle in special circumstances. Rental of the vehicle shall be most cost effective to the District. Rental should be booked with East Fork Fire to be covered by District's Insurance. If booked with East Fork Fire, rental insurance shall be declined. Traveling members shall use East Fork Fire's procurement card for car rental costs.

iii.iv. Employees are required to promptly report to the District Office any motor vehicle accident, injury, emergency aid, or other significant incident occurring during District-related travel. Any vehicle accident involving anyone with injury or complaint of pain shall be immediately reported to the local law enforcement agency with jurisdiction.

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iv-v. In the event of an accident while using an employee's private vehicle while on District business, the employee's insurance is the primary insurance. The District will reimburse the employee for the insurance deductible paid by the employee.

- e. The District will not reimburse for: fines/penalties/tickets/court costs, accident-related costs, and repairs to personal vehicles.

## 5. Meals and Incidentals

- a. Meal and incidental costs may be approved for events that are 50 or more miles from the District Office or the employee's home, whichever is less.
  - i. Travelers will use the GSA per-diem rates for the travel area for meal costs.
  - ii. If travel includes one or more days at different locations, location used for per diem rates will be determined by the location of lodging for the day.
  - iii. Alcoholic beverages are not reimbursable.
- b. The amount granted to cover meals will be adjusted to take into account any meals included in the meeting/ conference's registration fee or continental breakfasts offered by the hotel at no cost.
- c. The incidental allowance included in the GSA daily per diem rate can be claimed on days in which at least one meal is covered by the per diem rate.
- d. Per diem for first and last day of travel will be reimbursed at 75% of the GSA rate as outlined by GSA.

## 6. Receipts

- a. Within five **(5) business days** of return from travel, itemized receipts for support of all charges shall be submitted. The Finance Email is an acceptable method of delivery (effpd\_finance@eastforkfire.org).
- b. Documentation shall be provided for each charge. In the rare event that original documentation is lost or irretrievable, the card holder shall complete the Unavailable Back-up form. See Appendix A for sample of form.

- c. Documentation for Lodging - Traveler must obtain an itemized receipt for lodging.
- d. When Per Diem is claimed, itemized receipts are not required.

#### **7. Travel Cancellation**

- a. Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and seek available refunds.
- b. Members may be required to reimburse the District for any non-refundable costs of the travel and/or training, unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable. Examples of justifiable cancellations may include, but are not limited to:
  - i. Cancellation of the training or other event that was the reason for the travel
  - ii. Cancellation or interruption of the approved mode of travel (e.g., unresolvable flight cancellations, highway closures)
  - iii. Unexpected serious illness, injury, or death of the traveler or of a family member
  - iv. Emergency needs of the District
- c. If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member for those costs.
- d. If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

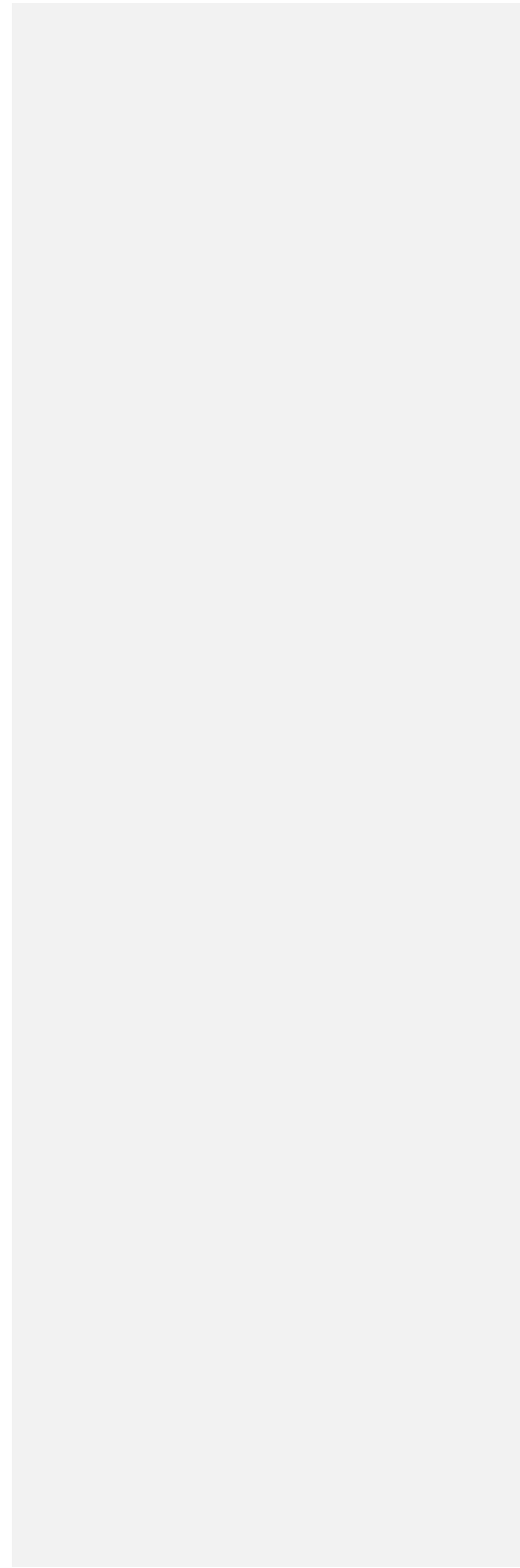
#### **8. Use of Procurement Cards**

- a. Employees should use their District Procurement Card for travel expenses. The District does have procurement cards available for check-out from the Finance Division.

**9. Travel Advances**

- a. Employees may seek a travel advance for Meals and Incidentals if they choose. The District's preferred method of payment for all other charges would be through a procurement card. Procurement cards are available for check-out from the Finance Division.

**Appendix A**  
**Unable to obtain back up Form**





## EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, NV 89423  
(773) 782-9040 (773) 782-9043

Tod F. Carlini, District Fire Chief  
Amy Ray, Deputy Fire Chief/Fire Marshal  
Scott Gorgon, Deputy Chief/Operations  
Larry Goss, Deputy Fire Chief/Training  
Lisa Owen, Executive Office Manager  
Kathy Lewis, CPA, District Accountant

### Unavailable Backup Documentation

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_

Please list individual items purchased here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

*"Serving the fire and life safety needs of our community!"*