



MASON COUNTY FIRE DISTRICT #4

TITLE: TRAVEL

CHAPTER: 2000 NUMBER: 2350 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

General

- (a) Travel is defined to include meals, lodging, public transportation, mileage reimbursement for private auto, and incidental expenses of travel. Rental auto expense shall be reimbursable only with the prior authorization of the Fire Chief.
- (b) District vehicles should be used for travel when assigned for such purposes.
- (c) When private transportation is used, mileage shall be advanced or reimbursed at the per mile rate approved by Mason County from the work site to the destination and return.
- (d) Meal expense in local restaurants is not reimbursable unless the member is attending a meeting or workshop at the restaurant and the meal is an integral part of the program. Business luncheons and dinners are reimbursable with the authorization of the Fire Chief. Reimbursements shall be for actual costs, including tips, limited by the applicable meal rates set in section 4.6(g). Receipts are required. Alcoholic beverage expenses will not be reimbursed. The procedure used for requesting an advance or reimbursement is the same as for out-of-town travel.
- (e) District credit cards shall not be used for private purposes.

Out of Town Travel

- (a) All out-of-town travel, with the exception of routine travel within Mason County, must be approved. Travel requests shall be forwarded to the Fire Chief for approval (Fire Commissioners are exempt from this requirement). Unauthorized travel is not reimbursable.
- (b) Travel requests should be submitted at least seven (7) days before anticipated travel on the "Travel Request and Expense Report" form.
- (c) Travel approval will be conditional upon whether the travel will benefit the District or the member's performance of assigned duties, whether the travel was budgeted, whether



MASON COUNTY FIRE DISTRICT #4

sufficient budgeted funds remain in the travel line item and how the member's absence will impact operations.

- (d) Request for travel advances should be submitted in sufficient time to be processed within the regular accounts payable schedule. Travel advances are for travel costs only and not for direct payment to vendors, pre-registration fees, airline tickets, etc.
- (e) Overnight travel shall be authorized only when made necessary by meeting schedules.
- (f) Lodging compensation: Receipts are required for reimbursement of lodging.
- (g) Meals: Meal entitlement will be paid by the District in a set amount approved by the Board of Fire Commissioners in advance of travel. Meal entitlements may vary depending on the location of the conference or meeting.

Approved amounts shall include tips. Meal entitlements will not be paid when meals are included in the conference or meeting fees.

- (h) Reimbursement for miscellaneous expenses incidental to the travel may be approved when demonstrated to be necessary. Receipts are required.
- (i) Requests for travel reimbursement must be submitted on the District "Travel and Expense Report" form. Receipts must accompany reimbursement for lodging, commercial transportation and miscellaneous expenses.
- (j) If the traveler is authorized to use a District credit card for the travel, a copy of the credit receipt for each charge shall be attached to the travel form and the specific amount entered in the appropriate category.
- (k) Expense claim forms and travel advance reconciliations shall be submitted to an immediate supervisor or District secretary within ten (10) days of return from travel. Class or seminar agendas are to be attached.
 - (l) Travelers shall not receive double reimbursement for travel. Reimbursement from other agencies shall be deposited with the District if the traveler is reimbursed by another agency. Members shall travel under the expense guidelines of the reimbursing agency when such guidelines exist.