

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Travel policy

Date Issued: November 12, 2012

Date Effective: November 12, 2012

Revised: January 2020 – format only

Review Date: January 2020

All persons authorized to travel on official business for the Jay Fire District must be approved by the Board of Fire Commissioners at a regular business meeting. This document outlines travel procedures and reimbursement for expenses on travel outside the Jay Fire District.

1. Procedure

- A. All transportation and room reservations are the responsibility of the individuals involved. Every effort should be made to avoid late charges and take advantage of any early discounts.
- B. Reservations for housing should be made as near as possible to the point of business.
- C. Only specified, pre-approved dates will be reimbursed by the fire district.

2. Approved Expenses

- A. Only expenses, PRE-APPROVED by the board will be reimbursed.
- B. Travel - All efforts should be made to car pool and reduce transportation costs.
 - Travel to and from locations by most feasible means.
 - Thruway/Turnpike fees
 - Garage and parking fees
 - Transportation costs
 - Personal vehicle mileage equal to the current IRS rate and approved by the Fire District at the time of travel. Mileage will be determined by using Map quest or similar tool. Mileage will be the distance from the Jay Fire House to the event and return.

C. Any accommodations at or near point of business at standard rates. All efforts should be made to get the best rates possible for housing. Government rates may be an option and should be researched. Tax-exempt certificate may be necessary to avoid paying taxes.

3. Meals

A. Meal packages that are part of the hotel accommodations.

B. Maximum rate per day equal to the current federal allowance for particular city/state. Rates will be agreed upon PRIOR to travel.

4. Non-Approved Expenses

A. Non-Member expenses (spouse, other) for meals, rooms, (if additional charge), registration or dues.

B. Telephone calls from rooms unless they are documented as fire district business.

C. Unauthorized entertainment expenses.

D. Alcoholic beverages.

E. Outside meals if the housing reservation includes a meal package.

5. Receipts are REQUIRED for all expenses. The only exception is meals if you are being reimbursed on a per diem basis.

6. Reimbursement will be made upon approval from the Board of Fire Commissioners using the standard district voucher. All receipts must be detailed, itemized and attached to the voucher. A separate voucher must be completed for each person to be reimbursed. Reimbursement requests must be submitted within 30 days after returning to the fire district.

7. Advances may be requested if substantiated and requested no later than the Board of Fire Commissioners meeting prior to the date of the travel.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners

Resources for per diem rates/mileage rates -<http://www.gsa.gov/perdiem>