

CLARENCE FIRE DISTRICT NO. 1

FIRE DISTRICT TRAVEL EXPENSE POLICY

I. SCOPE:

General Municipal Law authorizes the Fire District to pay for expenses of travel, meals, lodging, registration and tuition-fees incurred by Fire District personnel. All such expenses shall be made utilizing the most cost-effective, as well as most reasonable options available.

II. OBJECTIVE:

The objective of this policy is to set forth procedure and guidelines for submission and payment of all travel-related expenses. This includes both long distance and local travel.

III. PROCEDURES AND GUIDELINES:

A. Approval

Prior approval by the Board of Fire Commissioners is required (refer to the District's Meeting and Training Policy).

B. Transportation

1. The method of travel will be determined by the Board of Fire Commissioners.
2. When transportation is provided by the Fire District, no reimbursement will be offered. The decision to provide transportation rests solely with the Board of Fire Commissioners.
3. When transportation is by personally owned vehicle, a mileage reimbursement will be provided. The rate per mile will be the current IRS mileage rate. Mileage will be the round-trip distance from Clarence Fire Hall to the designated site. To maintain consistency, the shortest route via "Google Maps" shall be used to determine the mileage allotted.
4. The Travel Expense Report (copy attached to this policy) shall be completed and submitted to the Fire District Treasurer.
5. For long distance travel, arrangements will be made by the Fire District Treasurer and paid directly by the Fire District.
6. Transportation also includes tolls, parking, and tips where applicable.

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C. Meals

To maintain consistency, reduce paperwork and to facilitate the ease of submission, the Fire District will provide a per diem meal allowance. Federal rates for locations are readily available at the GSA website (www.gsa.gov/perdiem).

1. Normally, a per diem allowance will only be offered for travel that involves an overnight stay and will be paid based upon the number of days of travel.
2. For events/sessions not involving overnight stays and that require attendance through a normal meal time, a partial per diem meal allowance will be granted if a meal is not provided at the event. For the partial per diem, refer to the GSA website; section "Meals & Incidental Expenses Breakdown" (www.gsa.gov/mie).

D. Lodging

1. To qualify for overnight lodging, one way travel distance shall be at least 75 miles. The Board of Fire Commissioners may grant exception to this distance based upon start and end times of the session and the number of days of travel involved.
2. The Fire District Treasurer will be responsible for reserved lodging. When choosing a hotel, consideration should be given to price and proximity to sessions. Often there will be reduced rates arranged in conjunction with the sessions and these should be utilized. Any questions will be resolved by the Board of Fire Commissioners.

E. Miscellaneous

1. Submission of all documentation shall be completed within one week of the travel. The only exception would be where the session sponsor provides attendance documentation. All documentation shall be submitted to the Fire District Treasurer, who will give a report to the Board of Fire Commissioners.
2. Non-attendance by an approved traveler, which results in costs to the Fire District, will be reviewed by the Board of Fire Commissioners on a case by case basis. Any further action will be at the discretion of the Board of Fire Commissioners.
3. Fire District personnel are exempt from paying State tax while on official business in New York State. A tax exemption certificate should be obtained from the Fire District Treasurer prior to traveling.
4. Other costs not included above, such as registration fees, should be included on the Travel Expense form.

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5. The Board of Fire Commissioners will approve payment of any reimbursable costs at the Fire District meeting following submission of documentation. The only exception would be those cases where there is incomplete documentation, in which the traveler will be advised.

This policy is adopted July 8, 2013 and rescinds any previous versions of this policy.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1

**CLARENCE FIRE DISTRICT NO. 1
TRAVEL EXPENSE REPORT**

Name: _____ Title: _____

Trip to: _____ Trip Purpose: _____

Dates AND Times of trip: _____ AM/PM to _____ AM/PM

Hotel Expense: (receipts attached)

_____ nights at \$ _____ per night. \$ _____

Transportation Expense:

Airfare, Train, Car rental, etc. (receipts attached) \$ _____

--- OR ---

Personal vehicle _____ miles at _____ per mile. \$ _____

Starting mileage _____ Ending mileage _____

Meal Expense:

_____ days at per diem of \$ _____ per day. (Partial day rates ____/____) \$ _____

Other Expenses: (List individually and attach receipts. Use reverse side if needed.)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Other Expenses \$ _____

Total Expenses for this trip \$ _____

Less District charge card charges:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Less Total District charge card charges \$ _____

Amount paid by traveler \$ _____

Less prepaid expenses (check numbers: _____) \$ _____

Amount due to/from traveler (check number: _____) \$ _____

Signatures affirming accuracy to the best of of the signors' knowledge Date

- | | | |
|--------------------------|-------|-------|
| 1. Traveler | _____ | _____ |
| 2. Chief | _____ | _____ |
| 3. Commissioner/Chairman | _____ | _____ |
| 4. District Treasurer | _____ | _____ |

Note: All course certificates must be copied to the District Office to be placed in each firefighters' personnel file.