

West Sand Lake Fire District No. 1

Travel Expense Policy

All persons authorized to travel on official business for the West Sand Lake Fire District #1 must be approved by the Board of Fire Commissioners at a regular business meeting. A motion must be made authorizing actual and necessary expenses prior to travel.

1. Procedure:
 - a. All transportation (other than personal vehicle) and room reservations must be arranged by the District Secretary.
 - b. Only specified dates of travel and the event will be reimbursed by the Fire District for all approved expenses.
2. Approved Expenses:
 - a. Travel – All arrangements for travel (car rental, airline, train, etc.) will be made through the District Treasurer.
 - i. Travel to and from location by most feasible means
 - ii. Thruway, turnpike and bridge tolls
 - iii. Garage and Parking fees
 - iv. Gasoline expenses if using car rental
 - v. Personal vehicle mileage as approved by the Board at the Organizational Meeting
 - vi. Car rentals, where necessary, will be allowed. Minimum two fire department persons per car. Exception: when traveling alone, a mid-size car may be rented.
 - b. Rooms – Any accommodations at or near point of business at standard rates for good accommodations. Reservations will be handled by the Treasurer. The district, by law, can pay only for a standard room. Any cost above a standard room shall be borne by the member. The receipt from the hotel, when other than a standard room rate is stated, shall show standard room rate. Exception: When the room is shared by more than one member of the Fire Department.
 - c. Meals – All meals require receipts. Any person on District business whose meals are included in the cost of that business, such as seminar, workshops, etc., will not be entitled to any meal expenses.
 - d. All expenditures and reimbursements will be set forth by the IRS Per diem schedule.
 - e. All emergency travel expenses must be approved by the Board of Fire Commissioners.
3. Expenses Not Approved:
 - f. Non-member expenses (spouse, other) for meals, rooms [if additional charge], registration or dues.

- g. Unauthorized telephone calls.
 - h. Unauthorized entertainment expenses.
4. Receipts are required for all expenses, except tips.

Approved by the Board of Fire Commissioners: March 5, 2012