

I. **Scope**

This standard establishes guidelines for reimbursement of members who are required to travel or attend meetings, training sessions, or seminars on behalf of the department. It was promulgated to ensure that the department's reimbursement policy is in compliance with city policy.

II. **Criteria for Reimbursement of Expenses**

- A. To be reimbursed for expenses incurred while traveling or attending training session on behalf of the department, personnel must:
 - 1. Obtain the fire chief's approval to travel or attend a meeting, training session, or seminar.
 - 2. Submit an itemized expense report with receipts and proper documentation. (*Request for Travel/Training Form*).
- B. The department will normally cover the following expenses:
 - 1. Tuition or registration and course materials.
 - 2. Accommodations at an approved motel or hotel. Requests for lodging accommodations shall be handled individually by the fire chief prior to reimbursement.
 - 3. Business – related long – distance calls, plus one non-emergency personal call home per day. The duration of the call shall be limited.
 - 4. Parking and ground transportation based on receipts and actual expenses. Prior permission to rent an automobile must be obtained before reimbursement is allowed.
 - 5. Reasonable allowance for meals and tips.
 - 6. For local and in state travel, the department will furnish a vehicle whenever possible. Members using their personal vehicles will be reimbursed for mileage per city policy.
 - 7. The department will not reimburse for any expense incurred for alcohol or entertainment.
 - 8. The department will not reimburse any expenses incurred by a member's spouse or family member.
- C. All unexpended funds paid to the member in advance will be returned to the city with the members itemized expense report.