

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

## PERSONNEL

PER – 726

## Employee Travel Authorization and Reimbursement

Page 1 of 3

**Issued: January 11, 2005**

**Revised: January 13, 2015**

## GENERAL EXPECTATIONS

All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses.

## DOCUMENTATION OBJECTIVES

The Procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

- A. Preapproval of all travel requests to insure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
- B. A complete accounting of the actual expenses for the travel to insure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

## APPROVAL

The Fire Chief shall authorize registration, travel and attendance expenditures in advance within the budgeted amounts adopted by the Board.

## TRAVEL REQUEST

At least two weeks prior to the anticipated travel, the employee should submit a completed REQUEST FOR EXPENSES form to the Fire Chief. This will document advance approval of the requested travel and provide a basis for an advance of funds to the employee.

## TRAVEL SETTLEMENT

Within one week after the travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid on an actual basis.

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Page 1 of 2

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## GUIDELINES

The following general guidelines apply to the reimbursement of employee travel expenses.

### A. Transportation

The actual cost of transportation, taxi fares, telephone calls and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip as determine by Google Earth Route Planner. Parking and other related expenses must be documented by receipt.

### B. Lodging

Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

### C. Meals

Employees will be allowed a per diem rate of \$25.00 per day for meals. This is broken down as follows: \$6.00 for breakfast, \$7.00 for lunch, and \$12.00 for dinner. No receipts are required for meals covered under the per diem. With approval, an employee may be reimbursed for actual meal expenses incurred up to \$35.00 per day, with receipts required under this provision.

### D. Telephone and Facsimile

Expenses for telephone and facsimile communications are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District or to your room and paid by the District must be reimbursed.

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Page 3 of 3

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E. Registration and Tuition Fees

Expenses and Tuition Fees Expenses for conference registrations, conference meals, activities and tuition fees are allowable expenses. A copy of the registration must be attached to the Request for Expenses form.

F. Accompanied Travel

Any expenses for family members who accompany the employee on a trip are not reimbursable.

G. Alcoholic Beverages

Expenditures for alcoholic beverages may not be reimbursed by the District.