

# Stratmoor Hills Fire Protection District Policy

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**Number:** D 13

**Replaces:**

**Date Issued:** Jan 17, 1996

**Date Effective:** Jan 17, 1996

**Revised:** December 12, 2005

**Subject:** TRAVEL REIMBURSEMENT

**Purpose:** The policy of the District is to fully reimburse employees, volunteers and Board members for necessary and reasonable job-related travel expenses included in the authorized conduct of District business

## **Procedure:**

### **Section 1. Allowed Reimbursements**

- 1.1 All requests for reimbursement of expenses are subject to requirements of documentation and reasonableness, and will be honored in conformance with adopted policies and procedures.
- 1.2 All expenses that are expected to be reimbursed by the District shall be approved in advance by the appropriate supervisor (Fire Chief or Board of Directors).
- 1.3 All District-paid employee travel must be for necessary District business, the details of which shall be approved in advance by the appropriate supervisor.
- 1.4 Employee travel to and from work is not a reimbursable expense.

### **Section 2. Reimbursement Categories**

- 2.1 Transportation:
  - (a) When approved in advance by the appropriate supervisor, employees shall be paid mileage for personal vehicles at the rate in current use by the Internal Revenue Service for deduction of vehicle business expense. Employees must provide evidence of liability and property damage insurance prior to such use.
  - (b) District vehicles may be used only for travel within the state of Colorado.

- (c) Out-of-state travel will be reimbursed according to the lowest round-trip airfare available to the destination of travel. Reimbursement will also be made for the cost of taxis, tolls, parking and other necessary expenses.

#### 2.2 Per Diem:

- (a) Per Diem shall be paid according to the rates currently published in the Federal Register for the General Services Administration for the destination of travel.
- (b) Quarterly per diem for departing and returning quarters will be paid provided that departure is not within the last 30 minutes of the departing quarter and return is not within the first 30 minutes of the returning quarter.
- (c) Travel must exceed 10 hours to be eligible for full quarterly reimbursement. For out-of-town travel of 10 hours or less, a pro-rated reimbursement will be made for breakfast, lunch and/or dinner according to the individual meal. Rate established in the Federal Register.
- (d) Per Diem reimbursement will be made only for the duration necessary to conduct District business.
- (e) Personal time will not be considered for reimbursement.

#### 2.3 Lodging:

- (a) Lodging will be reimbursed according to the actual amount paid, including tax and gratuities, as evidenced by receipts, but not to exceed the current rates published in the Federal Register for the General Services Administration for the destination of travel. Published lodging rates may be exceeded only upon prior approval of the Board of Directors.

### **Section 3. Disallowed Expenses**

#### 3.1 The following expenditures are not reimbursable expenses by the District:

- (a) Alcoholic beverages
- (b) Personal employee or family expenses
- (c) Sporting event, movie and entertainment expenses
- (d) Personal phone calls
- (e) Any other expense not reasonably related to and necessary for the efficient conduct of District business.

### **Section 4. Requests for reimbursement**

#### 4.1 Requests shall be submitted on a District travel expense voucher. At the discretion of the appropriate supervisor, funds may be advanced for anticipated travel expenses. Variations from this travel policy may only be made upon prior approval of the Board of Directors.