

CHAMPIONS EMERGENCY SERVICES DISTRICT

District Policies

DP-009

Travel

1.0 PURPOSE

- 1.1 To outline the Travel Policy for Harris County ESD 29

2.0 SCOPE

- 2.1 This guideline applies to all CESD staff, which includes commissioners, career staff, volunteer staff, and co-op participants. These personnel will be referred to as Employees.

3.0 GUIDELINE

- 3.1 The following procedure will be followed when traveling to and from a sanctioned activity of HCESD 29 that is not considered normal business activities:
 - A. The Fire Chief or his designee along with the Deputy Chief – Training will review applications for education/training and approve or reject said request.
 - B. District transportation may be provided if available.
 - C. Meals/incidental expenses along with mileage reimbursement (excluding transportation by District vehicles) will be paid at the current US General Services Administration rates.
 - D. Any extenuating circumstances regarding this policy will be reviewed by the Fire Chief and he will have the authority to make adjustments as necessary.