1. PURPOSE
	1. To outline the Travel Policy for Harris County ESD 29
2. SCOPE
	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. GUIDELINE
	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:
		1. The Fire Chief or his designee along with the Deputy Chief – Training will review applications for education/training and approve or reject said request.
		2. District transportation may be provided if available.
		3. Meals/incidental expenses along with mileage reimbursement (excluding transportation by District vehicles) will be paid at the current US General Services Administration rates.
		4. Any extenuating circumstances regarding this policy will be reviewed by the Fire Chief and he will have the authority to make adjustments as necessary.