



Pine-Strawberry Fire District

Employment Practices

2.7

Subject: District Travel

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Board Chair Signature & Date:

[Handwritten Signature] 4/17/2025

I. POLICY:

It is the policy of The Pine-Strawberry Fire District (PSFD) to support the operations and professional development of the District by providing funding for certain expenses incurred by members engaged in authorized travel for District-related business, training, or education.

II. PURPOSE:

To establish a process for members to request authorization for funding and/or reimbursement of travel-related expenses for authorized District-related business, training, or education.

III. SCOPE:

- A. This policy and the availability of reimbursement for actual travel-related expenses applies to PSFD members.
- B. This policy does not apply to wildland deployments.
- C. This policy does not restrict other spending alternatives for District activities (including use of District credit cards) where authorized by policy, SOG, or approved by the Fire Chief or designate.

IV. PROCEDURE:

- A. The most cost effective, practical method of travel will be used when traveling on District business or for authorized training or education.

1. A District vehicle should be used by members unless another means of travel is authorized by the Fire Chief.
 2. Meal expenses may be authorized if the duration of travel and the authorized training or District business is out of District and over 4 hours.
 - a. The actual expense for meals (excluding any alcohol) including tax and reasonable tip, not to exceed per diem rates (below), may be reimbursed if the request is accompanied by an appropriate receipt.
 3. Lodging expenses may be authorized.
 4. A proper expense reimbursement form shall be completed before payment is authorized.
 5. Claims for travel reimbursement must have prior written justification and approval by the Fire Chief.
 6. When necessary, the Chief may authorize a travel advance.
- B. A PSFD per diem report must be submitted for reimbursement approval and will include at least the following:
1. Reason, location, and period of travel.
 2. Means and cost of transportation.
 - a. Vehicular Travel:
 - (1) A department vehicle should be used for where it is the most cost efficient.
 - (2) Use of a privately owned vehicle may be authorized by the Fire Chief.
 - (a) Miles driven via the most direct practical route will be included.
 - (b) Once travel is completed, mileage will be paid at currently approved rates.
 - (c) Advances on vehicle mileage reimbursements are available with a written request submitted to the Fire Chief at least 14 days prior to traveling.

- (d) Failure to submit required documentation of actual miles driven within 14 days after the trip will result in the advanced amount being withheld from the traveler's paycheck.
 - (3) If a District vehicle is available but the member elects to use a privately owned vehicle, no mileage reimbursement will be paid.
 - (4) Any member traveling by privately owned vehicle will maintain vehicle liability insurance meeting statutory requirements.
 - (a) The member's personal vehicle insurance coverage is considered primary.
- 3. The District may elect to provide coach air fare, at the lowest practical fare for flight(s) which meet the requirements and purpose of the authorized travel.
 - a. Personnel costs for travel time, means, and cost of transfers to and from the airport will be included in transportation costs when considering the means of transportation authorized.
 - b. Prearranged rental or reimbursable ground transportation at the destination may be authorized by the Fire Chief.
 - c. Any ground transportation expenses submitted for reimbursement must be accompanied by an appropriate receipt.
- 4. The number and location of overnight stays will be included in travel plans submitted for approval.
 - a. The necessity and duration of overnight lodging must be justified and approved by the Fire Chief or designate.
 - b. Lodging costs should not exceed prevailing "government" rates.
 - (1) Variance from the government rate may be approved by the Fire Chief, in some circumstances, with adequate justification.
 - (2) Lodging costs may not exceed published rates available to the general public (rack rate) for the dates and locations requested.
- 5. Meals Per Diem Allowance:
 - a. To maintain consistency, reduce paperwork, and facilitate ease of submission, the District will provide a per diem meal allowance in

accordance with IRS rules and following current GSA Federal rates for the applicable location.

- (1) Per diem checks will be issued if the approved travel request is received at least 14 days prior to the travel dates.
 - b. Allowances for individual meals for travel days that are less than a full 24-hour day must be approved by the Fire Chief or designate.
 - c. Any meals which are included in registration fees or lodging costs cannot be claimed for reimbursement or Per Diem advance.
6. Once the travel plan has been approved, members may make authorized reservations.
- a. Registration fees, transportation, and lodging expenses should be prepaid with a District credit card when possible.
 - b. If lodging is included in the registration fee or lodging is otherwise provided, lodging cannot be claimed for reimbursement.