



Hyalite Rural Fire District

Travel Expense Policy

DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2017-063

VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	August 8, 2017	<ul style="list-style-type: none"> Original (original Document Number=2017-63)
2.0		Not approved	<ul style="list-style-type: none"> Changed Meals and Incidentals per diem reimbursement amount from 120% to 100% of the GSA rates per motion at June 19, 2018 Board meeting. Changes to reflect applicability to Staff, Volunteers, and Trustees. Standard formatting applied.
3.0	Board of Trustees	March 19, 2019	<ul style="list-style-type: none"> Re drafting for clarity. Renamed to "Travel Expense Policy" from "Travel and Meal Reimbursement Policy".

PURPOSE

The purpose of this policy is to provide guidance and accountability for travel and meal reimbursement for approved business travel related to the operations and governance of the Hyalite Rural Fire District (HRFD). This policy applies to Trustees, Staff, and Volunteers. This policy does not apply to food and meals provided to staff and volunteers in the course of regular training activities and fire operations.

The expectation is that expenses incurred during approved travel will be made in the interest of efficiency and with parsimony to district taxpayers. Those contemplating authorized business travel may find the [GSA website](#) a useful resource for trip planning.

Trustees exercise control over business-related travel expenses through the annual budgeting process and by prior approval and post trip reporting at regular board meetings.

POLICY

- Upcoming business-related travel for staff and trustees will be presented during regular board meetings; staff travel noted in the Chief's Report and trustee travel noted under Trustee Activities.

- The Chief or Assistant Chief must pre-approve travel for volunteers and notify the District Administrative Assistant of the approved travel.
- Reimbursement requests for approved business travel and meals will be submitted in a standard format prepared by the District Administrative Assistant. At a minimum, the format prepared will include a statement of the purpose for travel. This document will be retained per District policy.
- HRFD credit cards, rather than personal cards or cash, will be used whenever possible.
- In order to receive reimbursement, itemized receipts for all reimbursable expense must be presented to the District Administrative Assistant.
- Vehicle mileage reimbursement for personal vehicles will be at 100% of the current Federal rate.
- When possible, airline tickets should be purchased 21 days in advance of departure.
- Lodging should be selected to facilitate efficient execution of district business.
- Meals will be reimbursed and gratuity may be made up to 15% of the total meal cost.
- The HRFD will not reimburse the purchase of alcohol.

