Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.2.04

2. SUBJECT: ***Travel, Reimbursement and Per Diem/Compensation***

3. POLICY: It shall be the policy of the Board of Commissioners of Grant County Fire District 3 to provide for travel, reimbursement and per diem/compensation for District authorized activities consistent with the procedures listed herein.

4. SCOPE: This Policy and Procedure is applicable to all personnel.

5. RESPONSIBILITIES:

   A. It shall be the responsibility of the District Fire Chief, or designee to see that accurate records are filed for travel and reimbursement.

   B. It shall be the responsibility of the District Secretary to process travel and reimbursement requests for payment.

   C. It shall be the responsibility of all personnel to see that they comply with the procedures indicated below.

6. PROCEDURE:

   A. Authorized Purpose of Travel:

      1. Paid employees of the District may attend training, seminars, or conventions during working hours out of the area only with prior approval of the District Fire Chief, or designee.

         With prior Board of Commissioners, District Fire Chief, or designee approval, a paid employee may teach, instruct, make presentations, or participate on the District's behalf at outside functions, without taking vacation and may utilize District travel funds and vehicle, but (in such instances) any compensation received must be returned to the District.
      2. District Volunteers may attend training, seminars, and other approved District business.

   B. Payment:

      1. Payment of Authorized Expenditures: All requests for reimbursement of expenses shall be presented to the District Secretary prior to the next regularly scheduled meeting of the Board of Commissioners occurring

after the authorized travel. All claims shall be certified by district personnel submitting such claims as required under R.C.W. 42.24.090. In the event the District shall have pre-paid the travel expenses, the individual shall comply with the requirement of Resolution No. 97-02-02.

2. Proof of Expenses: All requests for reimbursement shall be submitted together with proof of such travel, attendance, or expense to the District Secretary. This requirement may be satisfied by submission of any of the following documents.
   a. Reimbursement of actual expenses**:** Receipts for all expenses incurred by District personnel on authorized travel, including meals, lodging, and registration fees.
   b. Per diem/compensation: Proof of attendance at event or function including registration receipt if registration is required or receipt for lodging if registration is not required.

For payment reimbursements, it must be authorized, reasonable, prudent and directly related to the conduct of District business. In all cases of reimbursement, the Expense Form, Appendix 05_02_04 #1 must be accompanied by itemized receipts for all claimed expenditures.

C. Transportation:

1. Transportation expenses include all necessary travel on railroads, airplanes, ships, buses, private autos and other usual means of conveyance, in doing business for the District.
2. When employees travel and arrangements are to be reimbursed by an outside agency. If the agency is unable to issue the reimbursement to the District, then the employee shall reimburse the District upon reimbursement from the outside agency.
3. Whenever it is feasible for two or more people to travel on official business in one vehicle, they shall do so.
4. It shall be the District Fire Chief's or designee's, responsibility to ascertain the drivers have a valid Washington State driver's license.
5. The use of a privately owned automobile may be authorized by the District Fire Chief or designee, prior to any travel, provided that there is an advantage to the District, or if a District owned vehicle is not available.
   a. Mileage shall be reimbursed for travel within a 400-mile radius of the District, at a flat rate per mile equal to that allowed by IRS.
   b. Mileage between points in the state shall be determined on the basis of the distances shown on a current highway map or by odometer readings, or using a mapping app. Reimbursement shall be payable to only one of two or more traveling in the same automobile.
6. The cost of commercial vehicle rental will be handled on an exception

basis and shall be approved by the Board of Commissioners, District Fire Chief, or designee.

7. When purchasing tickets through a travel agency, the Auditing Officer (District Secretary) shall make all necessary arrangements. Travel arrangements shall include the most reasonable, direct routing available at the lowest price offered. Any ticket refunds will be returned to the District.
8. Any extended out of state travel must be approved by the Board of Commissioners in advance.

D. Meals: In Lieu Payments: As authorized in R.C.W. 42.24.090, the following shall be paid in lieu of actual expenses:

1. Per diem/compensation or reimbursement for meals consumed while on official District business is authorized by the District. Approved meals will be paid with the employee's District issued credit card, by per diem/compensation or reimbursement at the allowable IRS rate. See Per Diem Rate Map, Appendix 05_02_04 #2. Any overage will be the individual's responsibility.
2. To be reimbursed for a meal, an Expense Form, Appendix 05_02_04 #1 must be prepared and approved by the Auditing Officer (District Secretary).
3. When traveler does not have the opportunity to have a meal period prior to departure, and sufficient time to reach the seminar class. Meals for a partial day of travel including the day of departure and the day of return will be paid according to this policy.
4. When a meal is scheduled as part of a meeting the actual cost of that meal will be paid by the District.

E. Lodging:

1. Lodging while on official District business, that is authorized by the District, will be paid with the employee's District issued credit card, or by per diem/compensation or reimbursement. Per diem/compensation will not be made for the spouses and family members.
2. Effort shall be made to minimize the cost by investigating lodging prices prior to the activity involved.
3. For lodging reimbursement, a receipt must be presented which reflects the room rate on the Expense Form, Appendix 05_02_04 #1.

F. Allowable Incidental Travel Expenses:

1. Educational material required for authorized schools.
2. Miscellaneous travel cost such as bus, taxi, bridge or other tolls, parking,

ferry and the like are authorized. A receipt must be presented to the District with the Expense Form, Appendix 05_02_04 #1.

3. Phone calls should be made collect to the District Office to advise of any change in travel plans.
4. Tipping is allowed at a rate of 10%.

G. The Following Items are Not Reimbursable Expenses:

1. Liquor
2. Personal entertainment and transportation
3. Theft, loss, or damage to personal property
4. Expenses of spouse, family, or other non-district persons
5. Barber or beauty parlor
6. Airline or other trip insurance
7. Medical or hospital expenses
8. Personal toilet articles
9. Postage; personal
10. Reading material
11. Telephone calls; personal
12. No compensation or reimbursement for lodging or meals shall be paid for extra time incurred if the travel to or from a destination is for personal convenience in advance or following an official meeting or work assignment.

Forms: See Appendix 05_02_04

1. Expense Form
2. Per Diem Rate Map