Authorized Users and Credit Limits

Key Bank

Chief	5,000.00
Deputy Chief	5,000.00
MSO/DS	3,000.00
Mechanic	5,000.00
Department Secretary	5,000.00

Washington Trust Bank

Chief	5,000.00
Deputy Chief	5,000.00
MSO/DS	3,000.00
Mechanic	5,000.00
Department Secretary	5,000.00

Note: Preset limits can be increased temporarily for special purchases.

Commissioners and Line Staff: Set limit is zero (0), credit limit will be modified as needed following the calculations below.

The Reimbursement Request form will be completed and forwarded to the District Secretary 7 days before the travel date.

Food: For each day the credit card authorization amount will be based on a full day allowance as per the current per diem map.

Gas: For travel over 50 miles, the credit card authorization amount will be $2.00 per mile. This amount may also be used for any repairs/maintenance for a District vehicle that may arise.

Lodging: For lodging, the credit card authorization will be for the pre-reservation amounts received from the hotel/accommodations.

Other: The cost of "Other" items will be calculated for compensation of unexpected/standard additional costs; i.e. tips up to 20% is allowable, parking, supplies for attending training, repairs/etc. The standard amount calculated for "Other" is a set amount of $100.00 per day.