

# Hurricane Fire & Rescue

Hurricane, WV

## Administrative Guidelines

<b>Subject</b>
<b>Guideline Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

Business Travel Expenses
800.303
March 1, 2007
April 7, 2007
3

**Purpose:** To establish a policy for business travel reimbursement.

**Scope:** All personnel.

**Responsibility:** It is the responsibility of all personnel to adhere to this policy.

### i) Introduction

Hurricane Fire & Rescue will comply with the following travel and per diem reimbursement requirements, as well as all other reimbursement requirements set forth in general or special law:

- A. For reimbursement, the traveler must prepare a Travel Voucher Form itemizing all expenses incurred, attach to it all required receipts and submit to the Chief for approval. There will be no reimbursement of expenses without the travel voucher. Hurricane Fire & Rescue reimburses the traveler for any travel expenses incurred not included in an advance. If the voucher exceeds any advance, the traveler must return the excess to Hurricane Fire & Rescue.
- B. The type of travel to be incurred governs the rates of travel reimbursement. If the travel requires overnight stay, the traveler is allowed a per diem allowance or subsistence allowance plus lodging; if the travel does not require overnight stay, only subsistence for meals allowed will be reimbursed. Meals will be reimbursed based upon the current Federal ADR. Other expenses to be reimbursed include convention fees, transportation costs (taxi, bus fare, etc.), tolls, parking, and mileage (if traveler is using privately owned vehicle)

### Definitions

**Traveler:** A member of Hurricane Fire & Rescue, or authorized person, when performing authorized travel.

Travel expense, traveling expenses, necessary expenses while traveling or actual expenses while traveling: The usual ordinary and incidental expenditures necessarily incurred by a traveler.

Common carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

Travel day: A period of 24 hours

Travel period: A period of time between the time of departure and time of return.

### **Authorization Process**

A. *Travel Requiring Authorization*--The following travel must be authorized and approved by the Fire Chief or his/her designated representative:

1. Continuous travel of 24 hours or more away from station.
2. Continuous travel of less than 24 hours that involves overnight absence from station.
3. Travel for short or day trips where the traveler is not away from station overnight but involving travel for such items as conventions, seminars, continuing education, meetings and testing.

A. *Limitations*--Travelers will be limited to those expenses necessarily incurred by them in the performance of their duty as a member of Hurricane Fire & Rescue.

### **ii)Reimbursement Process**

A. *Travel time reimbursement*—Time eligible for reimbursement will be computed in accordance with the following:

1. A traveler will not be reimbursed on a per diem basis for short day trips requiring no overnight stay, but will receive subsistence as provided in this Section. Allowance for meals will be based on the following schedule:
  - (a) Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
  - (b) Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
  - (c) Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours.

No allowance will be made for meals when travel is confined to the city or

town or the immediate vicinity.

A. *Rates of per diem and subsistence allowance*—for purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances will be computed in accordance with the following.

1. All travelers will be allowed the current Federal ADR while on official business as provided in Section (A) 2.

1. No one, whether traveling out of state or in state, will be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the department.

A. *Travel Route and Means*

1. All travel must be by a usually traveled route. The Chief will designate the most economical method of travel for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel.

2. Use of Personal Vehicle--Mileage reimbursement for personal vehicle use when traveling on official business for Hurricane Fire & Rescue will be computed in accordance with the Putnam County Fire Board Policy.