



DISTRICT – POLICY AND PROCEDURE

TOPIC:	Travel Expense Payment		
EFFECTIVE DATE:	1/6/2016	DOC NO:	
CROSS REF:			

INTRODUCTION

The San Ramon Valley Fire Protection District (District) recognizes that responsible financial practices necessitate the adoption of specific procedures for requesting payment of travel expenses while conducting approved District business or training.

PURPOSE

To provide guidelines to personnel for the payment of District travel expenses.

DEFINITIONS

Travel – Travel is overnight travel or travel outside the District that extends beyond one consecutive day.

Lowest cost transportation method – Lowest cost commercial airfare or mileage reimbursement, whichever is less.

Destination – The location where the business or training occurs.

Strike team travel – Travel expenses incurred while assigned to a strike team.

POLICY

All travel must be approved in advance by the Fire Chief or his/her designee. Necessity, feasibility, cost, and benefit will be taken into consideration. A Travel Authorization Form must be completed and submitted to Finance at least ten days prior to departure for all travel except for strike team travel or except for special circumstances approved by the Fire Chief or his/her designee.

The District will pay for the lowest cost transportation method unless it is in the best interest of the District to use a different method as approved by the Fire Chief or his/her designee. Efficiency, direct travel expense and the employee's time will be considered in using a method other than the lowest cost transportation method. If the employee chooses to use an alternative form of transportation that is not in the best interest of the District, he/she will be reimbursed based on the lowest cost transportation method.

Mileage is reimbursed based on the District standard mileage rate in effect at the time of travel. Regular round trip commute is not reimbursable and is required to be deducted from the mileage reimbursement if travel occurs on a regularly assigned work day. Mileage will be reimbursed to the hotel and business/training location only. Employee shall maintain a valid California driver's license and auto liability insurance as required by the California Vehicle Code. In the event of an accident while using an employee's private vehicle while on District business, the employee's

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insurance is the primary insurance. The District will reimburse the employee for the insurance deductible paid by the employee.

Employees may also have the option of using a District vehicle, if available.

If a rental car is necessary, the employee shall use a rental car company that is under contract with the District to provide rental cars at contracted government rates whenever possible.

The District will pay for necessary and reasonable travel expenses such as tips not to exceed 15%, bridge tolls, parking fees, taxi or shuttle charges between the airport and hotel, internet service charges when required for District business, exercise facility fees and excess baggage fees when special District equipment is necessary.

The District will pay for food costs for employees required to travel outside of the District. Reimbursement will be within established Federal Government (GSA) rates for meals and incidental expenses (M&IE) and updated annually on October 1. Maximum reimbursement rates per meal depend on location of travel. See iNet-Resources-Finance for GSA rates establishing M&IE by location, and separate table establishing M&IE by GSA rate. After travel, employees must provide original itemized receipts for reimbursement.

The District will not pay for internet service charges or telephone charges not required for District business, room service, room videos, travel insurance, fines or traffic violations, damages to employee vehicle, excess baggage fees unless required for District business, newspapers, magazines, entertainment, alcohol, cost of spouse or other family members accompanying employee, or expenses which are excessive or unreasonable.

For strike team travel, the District will reimburse for meals that are not provided while assigned to a strike team. After travel, employees must provide original itemized receipts for reimbursement.. For strike team travel, the District will pay for hotel costs when approved in advance by the Fire Chief or his/her designee. Employee must submit folio and receipt.

The District will pay for lodging expenses incurred when the travel destination is greater than 50 miles from the Administration building or the employee’s home, whichever is less. Under special circumstances, the Fire Chief or his/her designee may approve lodging reimbursement when the travel destination is 50 miles or less from the Administration building or the employee’s home.

1. Confirm travel is budgeted and has been approved by the Fire Chief or his/her designee.
2. Complete a Travel Authorization form and submit to Finance at least 10 days prior to trip departure. The Estimated Cost column should be completed prior to trip departure. The

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Travel Authorization form does not need to be submitted ten days in advance for strike team travel or in special circumstances approved by the Fire Chief or his/her designee.

3. Employee should use his/her District Purchase Card (CalCard) for travel expenses. District Travel Purchase Cards are available for check-out from the Finance Division.
4. Within 10 days of completion of travel, submit to Finance the final Travel Authorization form with the After Travel column completed. Attach original itemized receipts for registration, airfare, ground transportation, lodging (receipt and folio), meals, and other travel expenses. Attach computerized maps for mileage reimbursement. Attach certificates of completion or proof of attendance.
5. Employees are required to submit proof of attendance or certificates of completion to the Training Division. If certificates of completion or attendance are not provided, employees are required to report the number of hours of training completed to the Training Division.

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