

Saratoga Fire Protection District

Travel and Reimbursable Expense Policy

Employees and Fire Commissioners of the Saratoga Fire Protection District will be reimbursed in accordance with this policy for authorized expenses incurred in connection with District business, including travel, lodging, meals, gratuities and other related costs. Payment for expenses is subject to the approval of the Board of Fire Commissioners.

A. General Provisions

- (1) The purpose of this section is to define the policy and procedures by which employees and Fire Commissioners will report and be reimbursed for necessary expenses incurred on behalf of the District, except, as may be otherwise provided in this policy.

B. Responsibilities

- (1) It is the responsibility of each employee or Fire Commissioner to obtain prior approval from the Board to travel and/or incur any business expense.

C. Authorization for Attendance at Meetings

- (1) The Board of Fire Commissioners may authorize employee attendance at meetings, conferences, and seminars at District expense when the program material is directly related to an important phase of District service and holds promise of benefit to the District as a result of such attendance.

D. Records and Reimbursements

- (1) Requests for expense reimbursements should be submitted monthly.
- (2) Receipts which verify the claimed expenditures will be required for all items of expense, except private mileage.
- (3) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year will not be paid.
- (4) Reimbursement will not be made for any personal expenses such as, but not limited to: personal entertainment, barbering, laundering, etc.
- (5) Reimbursement will not be made for alcoholic beverages.
- (6) Reimbursement for expenses of family members, spouses, etc. will not be allowed.
- (7) Except as otherwise provided in this section, expense reimbursements will be made on an actual cost basis.

E. Transportation Modes

(1) The general rule for selection of a mode of transportation is that mode which is the most efficient (time, cost, and availability) to the District.

(2) Travel via private automobile

(a) Reimbursement for use of privately owned automobiles to conduct District business will be in accordance with the Internal Revenue Service (IRS) standard mileage rate. This reimbursement is considered full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation related costs.

(b) Employees authorized to travel on official District business in their personal vehicles, will be reimbursed for those miles over and above their normal commute (home to work/work to home).

(3) Travel via air

(a) Commercial Aircraft. When commercial aircraft transportation is approved, the “cost of public carrier” is the cost of air coach class rate, or less, including tax and security surcharges.

(4) Rental Car

The use of rental car will be considered when necessary due to traveling out-of-the area by aircraft, and/or when it is considered to be the most economical means of transportation. When rental car use is approved, the following requirements apply:

(a) Rental car insurance is to be purchased to provide full protection to the District.

(b) District personnel traveling together will share rental car(s) to the degree possible.

(c) The size of the rental car will be contingent upon the number of people utilizing the car and their specific needs. For example, compact for one employee; midsize for 2 – 3 employees; full-size for 3 – 4 employees.

F. Lodging

(1) Allowances for lodging, necessary for the purpose of conducting District business, must be pre-approved by the Board of Fire Commissioners. Excess charges greater than the allowance listed below in paragraph (3) may be authorized under special conditions, such as a convention requirement or in an area of unusually high cost. Additionally, when conference arrangements include room options at a group discount rate, this option will be considered. Any additional charges made to the room will not be reimbursed.

(2) For purposes of this section, a full day of business is defined as beginning at or before 9:00 am and ending at 5:00 pm or later of the same day. Lodging will be reimbursed where travel to a meeting exceeds 100 miles one way, and in which a full

day of business is conducted.

- (3) The allowance for lodging is one hundred fifty dollars (\$150.00) plus tax, per night, single occupancy. If the cost for lodging is less than the allowable amount, it will be reimbursed at the actual cost.

G. Meals

Meal reimbursement will be paid on a Receipt basis. Gratuities should be in keeping with the accepted standard of 15% to 20%.

H. Credit Cards

- (1) All expenses incurred on District credit cards must conform to the expenditure and reimbursement limits set out in this policy.
- (2) All expenses incurred on District credit cards will be submitted with itemized receipts identifying what the expenses were for to Accounts Payable as soon as possible. Credit card expense receipts will be submitted separate from those requiring reimbursement.
- (3) Personal charges and other non-reimbursable items may not be charged to a District credit card.
- (5) Security of District credit cards will be the responsibility of the Business Manager.

I. Official Business Meetings

- (1) When conducting official business with individuals not employed by the District and costs are incurred, an accounting of those in attendance and the subjects discussed must accompany the receipts for those expenses. Example: The Fire Chief takes the Chino City Manager to lunch to discuss mutual District/City business.
- (2) To satisfy the reporting requirements of the California Fair Political Practices Commission (FPPC), meals and other expenses incurred while conducting business with elected, appointed and other public officials that exceed fifty dollars (\$50.00) value should be noted and forwarded to that official, so that they can report the meal as a gift on their FPPC Statement of Economic Interest, Forms #721 or #730.

J. Board of Directors

- (1) This Travel and Reimbursable Expense Policy applies to the Members of the District's Board of Directors. However, approval for travel and reimbursement of business expenses and variations to this policy rests with the Board of Directors itself.