

OUT OF TOWN TRAVEL

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Purpose: *This policy applies to Out of Town travel related to the fire district's interests or business activities.*

Procedure:

1. The district shall cover the costs of out of town travel for activities related to the district's business or interests including attendance at trainings, schools, conferences, seminars, meetings and other similar activities.
2. Out of town travel means travel in excess of 75 miles from Louisville and an overnight stay is necessary. If the scheduling of activities related to out of town travel would, when taking into consideration the travel time, result in less than eight (8) hours of sleep for the member, such travel would be also considered out of town travel.
3. Out of town travel with a total cost over \$1,000 shall have board of trustee approval, less than \$1,000 may be approved by fire chief.
4. While members are allowed to have family members accompany them on out of town travel, the district shall only pay for the member's travel expenses. Family member expenses are the responsibility of the member.
5. Whenever practical and possible, any expenses (except for meals and incidental expenses) should be paid for directly by the district either by check, electronic transfer or credit card. Examples of these include: lodging, airline tickets, rental cars, registration and fuel.
6. In the event direct district pre-payment for travel expenses (except for meals and incidental expenses) is impractical or cannot be accomplished, the member may request travel funds advancement. Request for travel advancements must be made as earlier as practical to allow sufficient time for the approval process.
7. When travel funds advancement has been made upon return from the travel, within seven (7) calendar days the member shall submit a completed travel form. All receipts for all payments made by the member shall be attached to the travel form.
8. If the total of the receipts is greater than was advanced to the member, the district shall issue a check for the balance to the member. If the total is less than was advanced to the member, the member shall refund the excess. If the member fails to provide receipts the entire travel advance shall be reported as income on the appropriate IRS documents. If the member submits receipts, but not refund the excess, the excess shall be reported as income on the appropriate IRS documents.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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9. The cost for lodging is limited to the federal GSA schedule which may be found at the following internet site:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

If the destination city cannot be found on the above site, the closest city shall be used.

10. Any lodging cost in excess of the GSA schedule requires Board of Trustee approval with appropriate justification.
11. Lodging is allowed for no more than one night in advance of, or after completion of official travel, and only when dictated necessary by start and end time of said business or transportation needs. Sometimes it is possible that an extra night's stay may be offset by airline travel savings.
12. For meals and other incidental expenses such as tips, local telephone calls, laundry the member shall be provided with a Per Diem allowance. The allowance shall be prorated for partial days based on time of departure and time of return. The Per Diem allowance shall be paid to the member prior to the beginning of out of town travel. If the travel is cut short or does not occur, the member shall refund any excess to the district within seven (7) days, or the amount will be reported as income on appropriate IRS forms.
13. The Per Diem allowance shall be \$51.00 or that which is authorized by the federal GSA Per Diem schedule, which can be found at the following internet site: <http://www.gsa.gov/mie>. This schedule also shows the prorated amounts for partial days. An employee is NOT required to maintain receipts nor report the Per Diem allowance for completed travel.
14. For out of town travel that does not involve an overnight stay, the allowance shall be that which is authorized on the GSA table for meals that occur after departure and before arrival. No incidental costs are authorized. The following shows eligibility for meals.
- Breakfast: Depart before 0730 hours or return after 0830 hours.
 - Lunch: Depart before 1100 hours or return after 1330 hours.
 - Dinner: Depart before 1730 hours or return after 1900 hours.
15. A member may opt to use a receipt/reimbursement method. When this method is employed, the member shall provide receipts for all meals and incidental expenses, and the district will reimburse the member for the total of all receipts. However, it should be noted that the Per Diem allowance is preferred.

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