

	CENTRAL FIRE PROTECTION DISTRICT	DATE: 12/19/86	NUMBER: ADM-01
	STANDARD OPERATING PROCEDURE	TITLE: Travel Expenses	
	Approved By:	Revision Date: 01/31/2017	

I. SCOPE

The Central Fire Protection District of Santa Cruz County, herein known as the District, has established the following Travel Expense Schedule to be used when members of the District are away from the county area attending District sponsored functions.

II. PURPOSE

The District is committed to providing training for employees to better serve the public and provide for employee growth. The District realizes that in order to meet these goals, employees may be sent to outside conferences to receive the needed updates and skills. This Standard Operating Procedure (SOP) ensures that employees receive just and reasonable reimbursement for expenses that they may incur while attending District approved conferences.

III. DEFINITIONS

A. Designated Normal Work Location

The designated normal work location for each employee is the place at which the employee spends the largest portion of his/her regular workdays or working time or the place to which he/she returns to upon completion of regular or special assignments.

B. Residence

Residence is the actual dwelling place of the employee without regard to any other legal or mailing address.

C. Expenses Not Reimbursed By The District

1. Any discretionary item intended for the personal benefit or pleasure of the employee; including but not limited to, entertainment expenses, alcoholic beverages, toiletries or laundry service.
2. Any expense deemed not in the interest of the District, as determined by the Fire Chief.

IV. RESPONSIBILITIES

- A. All Central Fire Employees and members will be responsible to follow the procedures outlined in this SOP in order to receive expense reimbursement.
- B. All travel expenses shall be pre-approved by the Training Captain, Assistant Chief or Fire Chief.

V. PROCEDURES

A. Lodging

Out of county lodging requests shall be considered at the maximum per day allowance of the Federal Government Services Administration (GSA) schedule found at the following website: www.gsa.gov/perdiem for each individual. If the destination cannot be referenced in the above site, the closest city shall be used.

This total per day allowance up to the GSA schedule may be increased, with prior approval from the Fire Chief, depending on the location of the function.

Employees that stay with friends or relatives are not eligible for lodging reimbursement.

B. Transportation

1. When traveling, employees should utilize the least expensive, most appropriate mode of transportation consistent with time requirements and work schedules.
2. When possible, the District will provide transportation to sponsored functions. When the District is unable to provide a vehicle, pre-approved individual(s) using their personal vehicle(s) will be reimbursed the Internal Revenue Service (IRS) Standard Mileage Rate in effect at the time of function.
3. When traveling by personal vehicle, mileage reimbursement will be calculated based on the following criteria:
 - a. During scheduled workdays, travel reimbursement is based upon the distance from the traveler's residence or designated normal work location to his/her destination, whichever is less.
 - b. During non-scheduled workdays, travel reimbursement is based upon the distance from the traveler's residence or District's headquarters, whichever is less, to his/her destination and return.

c. Mileage shall be documented using [Google Maps](#) or [MapQuest](#) to calculate total distance. Printout must be submitted for mileage reimbursement.

4. When it is necessary to travel by another mode of transportation, (i.e., airplane), the District will pay fare at the coach rate. A rental car will be provided on a case by case review. All alternative transportation or private vehicle usage will be pre-approved.

C. Meals

1. Meals will be reimbursed for District approved overnight conferences only and not for the purpose of personal education. All meal reimbursements must be preauthorized with prior approval from the Fire Chief.
2. A District Employee/Board Member may choose to spend the maximum daily allowance for one, two or three meals; as long as the daily total does not exceed the authorized Meal Breakdown per the U.S. General Services Administration rate per location website.
 - The Employee/Board Member will need to access the website www.gsa.gov/perdiem and then search for the conference area by the city name or zip code and state.
 - The web page will show the maximum lodging and meal rates for the requested area. Mouse and click over the Meals & Incidental Expenses column and the meals breakdown and daily maximum will be provided for the requested conference area.
3. All meal receipts must list each item individually; a receipt with a total only will not be accepted. The District does not reimburse for alcoholic beverages.

D. Forms

All receipts for rooms, transportation, registration, etc. are to be returned and attached to the Reimbursement Form or Cal-Card Form.

VI. ATTACHMENTS

Reimbursement Form

Reimbursement Approval Matrix

VII. FORMS

Request for Training / Education:

To be filled out and approved prior to travel. Form shall be submitted with Reimbursement Form and/or Cal-Card Form upon returning from the function.

Reimbursement Form:

To be filled out and returned, with all detail-itemized receipts attached, to the Administrative Assistant of Claims within five days of returning from the function.

Cal-Card Form:

To be filled out and returned, with all detail-itemized receipts attached, to the Administrative Assistant of Claims within five days of returning from the function.

VIII. REFERENCES