

ALBANY COUNTY FIRE DISTRICT #1

Travel Reimbursement Policy

Approved: 7/15/15; Art Sigel, George French

Related Forms

[ACFD-VFD Training Request Form](#)

[ACFD-VFD Training Reimbursement Form](#)

SCOPE:

This travel reimbursement policy applies to all active members of the VFD's under ACFD#1

PURPOSE:

This policy will outline all forms and procedures to obtain reimbursement for costs of travel associated with training for ACFD#1.

PROCEDURE:

When an active member of ACFD#1 requires reimbursement for travel they shall get an estimate of the cost. This estimated cost shall include class fees, lodging and per diem. It shall also include mileage costs if a POV is used. These costs shall be listed on the ACFD-VFD Training Request Form and submitted for approval by the training committee and ACFD#1 Board. Estimates will be based on the current rates listed for Federal GSA per diem. These can be found at www.gsa.gov. Once approval is obtained and the training is completed, all reimbursable costs shall submitted as follows:

- A) All per diem shall be listed on the ACFD-VFD Training Reimbursement Form
 - 1) All meals provided by continental breakfast or the training will be deducted.
 - 2) The per diem rate to training will be the listed rate for the host city.
 - 3) The per diem rate back home will be the listed rate for the home city.
 - 4) Motel receipts shall be kept and submitted
 - 5) No receipts for meals will be required.
 - 6) A receipt for class fees shall be submitted.
 - 7) First and last days of travel will be paid at 75%
 - 8) A copy of completion certificate shall be submitted.

B) If an agency owned vehicle (AOV) is used for travel, mileage does not need to be tracked. Fuel should be purchased with an agency credit card per SOP.

1) If fuel is purchased by the individual, receipts shall be kept and submitted per SOP

2) If any emergency repairs are required, all receipts shall be kept and submitted per SOP

C) If a Personal Vehicle (POV) is used the mileage rate will be paid at the current rate listed at www.GSA.gov

1) Mileage for POV use will be tracked by Miles by Map Quest.

2) Travel to - The start point for mileage shall be home fire department, the end point for mileage shall be the place of training

3) Travel home – The start point of mileage shall be the place of training, the end point of mileage shall be the home fire department.

4) Mileage while at the training can be tracked and submitted. You must justify in the comments section the added mileage.

5) All mileage shall be submitted on the ACFD-VFD Training Reimbursement Form.