

## *Oswego Town Fire District Travel Policy*

All persons authorized to travel on official business for the Oswego Town Fire District must be approved by the Board of Fire Commissioners at a regular business meeting. This document outlines travel procedures and reimbursement for expenses on travel outside the Oswego Town Fire District.

1. Procedure
  - a. All transportation and room reservations are the responsibility of the individuals involved. Every effort should be made to avoid late charges and take advantage of any early discounts. The fire district commissioners can help make initial reservations utilizing fire district credit cards if necessary.
  - b. Reservations for housing should be made as near as possible to the point of business.
  - c. Only specified, preapproved dates will be reimbursed by the fire district.
2. Approved Expenses – Only expenses, PRE-APPROVED by the board, will be reimbursed.
  - a. Travel – All efforts should be made to carpool and reduce transportation costs.
    - Travel to and from locations by most feasible means
    - Thruway/Turnpike fees
    - Garage and parking fees
    - Transportation costs.
    - Personal vehicle mileage equal to 75% of the current IRS rate as approved by the Fire District at the time of travel.
    - Rooms – All efforts shall be made to share rooms to reduce housing costs.
  - b. Any accommodations at or near point of business at standard rates. All efforts should be made to get the best rates possible for housing. Government rates might be an option and should be researched. Tax-exempt certificate may be necessary to avoid paying taxes.
3. Meals
  - a. Meal packages that are part of the hotel accommodations.
  - b. Maximum rate per day equal to current federal allowance for particular city/state. Rates will be agreed upon PRIOR to travel. (Note: Call 1-800-829-1040 and ask for standard meal allowance for city/state)
4. Non-Approved expenses
  - a. Non-Member expenses (spouse, other) for meals, rooms, (if additional charge) registration or dues.
  - b. Telephone calls from rooms unless they are documented as fire district business.
  - c. Unauthorized entertainment expenses.
  - d. Alcoholic beverages
  - e. Outside meals if the housing reservation include a meal package.
5. Receipts are REQUIRED for all expenses. The only exception is meals if you are being reimbursed on a per diem basis.
6. Reimbursement will be made upon approval from the Board of Fire Commissioners using the standard district voucher. All receipts must be detailed, itemized and attached to the voucher. A separate voucher must be completed for each person to be reimbursed. Reimbursement requests must be submitted within 30 days after returning to the fire district.
7. Advances may be requested if substantiated and requested no later than the Board of Fire Commissioner's meeting prior to the date of travel.

Resources for per diem rates/mileage rates - <http://www.gsa.gov/perdiem> or 1-800-829-1040  
Adopted – 10/05, Modified 6/08, 11/11