

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel & Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: 01.013.01 EFFECTIVE DATE: 12/14/05 REVIEW DATE: 04/14/16

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is designed to strengthen accountability for travel and conference expenses by indexing to GSA rates while maintaining both District credit card expenditure and reimbursement processes.

Purpose

The purpose of this policy is to give clear written guidance and consistent procedures on the proper documentation of travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Scope

This policy applies to all employees and members of the Board of Directors of the Sacramento Metropolitan Fire District.

Policy

1. Employees and members of the Board of Directors of the Sacramento Metropolitan Fire District shall either be authorized to utilize a district credit card or reimbursed for actual and necessary expenditures for registration, lodging, meals, transportation, and other business expenses incurred while participating in conferences or other business meetings in support of the District.
2. Claims or expenditures for travel, conference, and business expenses submitted by employees of the District shall be approved by the Fire Chief or the applicable Deputy Chief.
3. Travel, conference, and business meetings attended by members of the Board of Directors or the Fire Chief shall be disclosed to the Board of Directors' in a public meeting.
4. Prior travel and expense authority is not required for members of the Board of Directors for participation in business meetings incident to their duties as members of standing committees of the Board.
5. Registration Expenses
 - a. Registration expenses will be for the actual cost of registration for conferences or professional and vocational meetings.
6. Lodging Expenses

- a. Lodging expenses should not exceed the single occupant daily government rate as identified by applicable GSA per-diem tables.
- b. If lodging costs at the host facility, or at an alternate facility if the host facility is not available, exceed the GSA per-diem rate then prior authorization must be expressly provided with the travel authorization. The employees or members of the Board of Directors will provide proof that a reasonable effort was made to make arrangements, but were unable to do so.
- c. Lodging amenities for employees or members of the Board of Directors will be authorized as expenditures or reimbursed when required in conjunction with District business.

7. Meals and Incidental Expenses

- a. The maximum meal and incidental expenses for employees or members of the Board of Directors is as identified by applicable GSA per-diem tables.
- b. The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75% normal rate unless travel begins before 7 AM or ends after 7 PM.
- c. Meals included with registration or meeting fees will not be separately expensed or reimbursed.

8. Transportation Expenses

- a. Transportation expenses for employees and members of the Board of Directors will be for the actual costs of common carrier, taxi, parking, and tolls.
- b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.
- c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles.
- d. Transportation expenses are limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage.
- e. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
- f. Mileage claims for personal vehicle use must conform to reasonable distance standards.

9. Other Business

- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or members of the Board of Directors in conjunction with District business may be expensed or reimbursed at actual cost.

10. Travel Time
 - a. A maximum of one-day travel time each way is normally authorized for employees and members of the Board of Directors in conjunction with District business conducted more than 500 miles outside the District.
 - b. Employees and members of the Board of Directors traveling by personal vehicle are authorized one-day travel time each way for each 400-mile increment or portion thereof.

11. Travel and Conference Expenses Claims
 - a. Claims or district credit card expenditures for travel, conference, and business expenses incurred by employees and members of the Board of Directors shall be documented on the District's Travel and Conference Expense Form.
 - b. Original itemized receipts must be submitted for all expenses claimed. In the event of loss of original receipts by an employee or member of the Board, submission of a missing receipt form shall be required.

References

1. GSA Per diem rates: www.gsa.gov/perdiem
2. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>