

POLICY - 2.6.1 - TRAVEL AUTHORIZATION/REIMBURSEMENT
SCOPE - ALL EMPLOYEES, VOLUNTEERS & BOARD MEMBERS

GENERAL EXPECTATIONS: All employees, volunteers and Board members can reasonably expect to receive reimbursement for authorized travel, lodging and associated expenses incurred during the course of District business. District employees, volunteers and Board members are expected to use good judgement regarding the expenditure of District funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

DOCUMENTATION OBJECTIVES: The procedures for documenting the expenses involved with travel on District related business activities are designed to provide public accountability in two areas:

- A. **PRE-APPROVAL:** Pre-approval of all travel requests to insure that the proposed travel is appropriate to the needs of the District, and that budgeted funds are available for specific travel requests.
- B. **ACCOUNTING:** A complete accounting of actual expenses incurred for the travel insures that the expenses reported for reimbursement are appropriate and provide adequate documentation to meet the public interest.

APPROVAL: For all personnel except the Board of Directors, the Fire Chief shall authorize registration, travel and attendance expenditures in advance. All such expenditures must be within the budgeted amounts adopted by the Board of Directors for that purpose. The Board of Directors, by majority vote, shall authorize registration, travel and other expenses for Board members.

SETTLEMENT: Within one (1) week after the authorized travel has been completed, the employee, volunteer or Board member must turn in all receipts for lodging, travel and other associated expenses to be eligible for reimbursement. No expenses shall be reimbursed for any personnel or Board members who fail to attend at least 75% of the educational portions of any seminar or conference for which travel has been authorized, and any personnel or Board member failing to meet such attendance requirement shall reimburse the District the cost of registration or other prepaid expenses.