



PART	INTRO/GENERAL INFO
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TRAVEL POLICY

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TRAVEL APPROVAL

A. Travel outside the state or country

Travel outside the State of California or country is normally discouraged. When such travel is considered in the best interest of the District, specific approval must be obtained in advance from the Chief or other designated individual in the District.

B. Travel within the state

The Fire Chief or his/her designee must approve all departmental travel within the state. This includes travel and overnight accommodations to attend conventions, conferences, training seminars and other similar meetings.

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C. Travel to meet the legal obligations of the District

Travel must be approved by the Fire Chief or other designated individuals in the department. This category shall include mandatory travel consistent with the current travel policy.

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D. Special committees

Special committees created and appointed by the Fire Chief may be reimbursed for actual expenses when permitted by law and specifically authorized in advance by the Board of Directors.

E. Volunteers

Travel may be approved by the Fire Chief or other designated individuals in the department for volunteers of the District. The current travel policy shall also apply to volunteers.

Written by: Michael R. Wilkinson

Approved by: Kurt Latipow, Chief

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EXPENDITURES FOR TRAVEL

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A. Credit Cards - (Please review the Credit Card Policy in the Accounting Standards Policy prior to usage.)

1. Credit cards will be issued to be used for all job-related expenses related to travel. The Fire Chief is responsible for ensuring that employees utilize the credit cards in accordance with existing policy.
2. The credit card should be used for all travel expenses, including hotel, seminar, airline and car rental reservations only when the District is unable to pre-pay. Credit cards can be distributed to staff at the discretion of the Fire Chief provided the proper ACredit Card Authorization≡ form is completed by each person using the card. The original of this form must be sent to the Administrative Chief. All travel policy regulations apply and must be enforced when utilizing credit cards.
3. Credit cards are not to be used to purchase fuel, etc., for private vehicles.

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B. Discounts

Employees are required to take advantage of government discounts or travel agencies special rates available for car rentals, hotels and other incidental travel requirements.

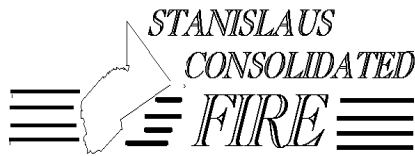
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C. Saturday night stay-overs

Saturday night stay-overs are encouraged when the cost of meals and lodging is more than offset by savings in airfare.

D. Airfare vs. mileage

1. If airfare is less expensive and the employee prefers to drive his private vehicle on his own time, reimbursement shall be made only for the cost of airfare. The Fire Chief may approve either means of travel in advance, however, reimbursement will be at the lower rate.



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2. Employees taking advantage of a two-for-one airfare while traveling on District business with spouse: the District will only pay up to the cost of a single rate and the difference will be the responsibility of the employee.

E. Private air travel

1. Reimbursement for travel by private aircraft or chartered aircraft shall be limited to commercial airfare. The Chief may approve exceptions to the foregoing when it is necessary or desirable to meet the business obligations of the District.

F. Hotel/Motel charges

1. Lodging charges shall only be those actual and necessary and considered moderate for the area. A guideline of medium-priced lodging (no luxury accommodations) is considered acceptable for most areas.

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2. Single rates prevail except when the room is occupied by more than one District employee. Doubling up in rooms is encouraged. Single rates, if different than double rates, must be shown in some manner on the lodging receipt. Conference/seminar rates will be accepted with proper documentation. Receipts are always required for lodging and must be retained by the department for audit purposes.

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3. Hotel/Motel Transient Occupancy Tax Waiver Exemption Certificates should be used by all departments during the hotel/motel registration process. Since Stanislaus Consolidated Fire District is a governmental agency, we can qualify for and receive this Transient Occupancy Tax Exemption if the hotel/motel will accept it. Present this form at the time of registration (copy attached).

G. Lodging prior to District business

1. Lodging the night before or prior to a conference, training, or meeting is discouraged. The Fire Chief shall make a determination based on such factors as distance and weather conditions before approving these expenses. This policy places the decision relating to overnight lodging prior to a conference at the Fire Chief level. There are no specific distances or destinations mentioned in the policy, however the cost-effectiveness of prior-night lodging and the impact



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it would have on the travel budget should be considered. It is expected that requests for prior-night lodging will be the exception, rather than the rule, and that a prudent approach to the expenditure of District funds will be exercised by all department heads.

2. District employees who receive a car allowance are prohibited from checking out a District vehicle and using it for District business.

H. Use of private vehicle

1. Use of private vehicles for District business is encouraged. Mileage reimbursement shall be paid according to odometer readings and approved by the Fire Chief or designated individual. Employees must comply with applicable state laws regarding insurance coverage.

2. At the beginning of each fiscal year, the Fire District shall obtain the Business-Use mileage rate used by the IRS and then that mileage rate shall be maintained for the entire fiscal year. The rate is effective July 1 of each year and should be used when calculating mileage reimbursement.

3. There is no mileage reimbursement for travel between an employees residence and the workplace.

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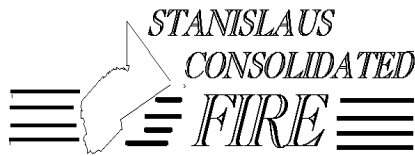
I. Rental cars

1. Automobile rental will be limited to the cost of compact cars.

2. Fire Chief approval is required if a car is rented other than a compact size; this is only when traveling with more than two people.

J. Meals

1. Employees are to claim only the actual amounts spent for meals. (Refer to ATravel Reimbursement≡ section of this Travel Policy for specific meal limits, etc.)



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2. In-county meals are allowable when incurred in conjunction with a District-sanctioned meeting, when oral interview boards contain non-District employees, or for recognized training programs (POST or otherwise) where the employees attendance is required all day without a full-hour discretionary lunch period and the meal is not claimable through another agency. The maximum meal rates would apply.
3. Meals provided as part of a training seminar or association meeting that exceed meal limits are allowable and are not considered an exception.
4. The Fire Chief must approve any exceptions to the meal policy.

TRAVEL REIMBURSEMENT

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A. Spouse/companion

1. The District will not pay for any costs incurred by or related to a spouse or companion.
2. Employees utilizing a District vehicle for travel are prohibited from transporting a spouse or companion unless prior approval is granted by the Fire Chief and a written waiver is obtained from the spouse or companion exonerating the District from liability.

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B. Alcoholic beverages

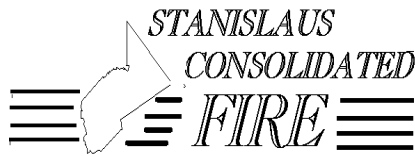
The District will not pay for any alcoholic beverages.

C. Tobacco

The District will not pay for any type of tobacco.

D. Personal expenses

Personal expenses shall not be allowed. Personal expenses include, but are not limited to, laundering, barbering, tips (other than for meals), alcoholic beverages, any pay TV expenses, and any personal phone calls.



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E. Meals

- All meals should be charged using the District credit card. If there are times when the credit card cannot be used, then reimbursement will be made for the employees out-of-pocket expenses.
- Per the Attorney General, the District may not lawfully expend funds to reimburse District officers and employees for their expenses in buying meals for legislators or their aides at meetings to discuss legislation of interest to the District.
- Meal rates are limits, not allowances. The employee is to claim the actual amount spent up to the limit. There is no per diem allowance for meals.
- The limit on meals includes an allowance for a maximum 15% tip. Limits for meals are as follows (including tax and maximum 15% tip):

Breakfast	\$10.00
Lunch	\$11.00
Dinner	\$21.00
- For seminars and meetings at which luncheons and/or dinners are provided, the employee is not also entitled to a meal allowance. A complimentary continental breakfast is not considered a meal and a limit for breakfast is allowable.
- Receipts are required to be submitted for reimbursement.

F. Taxi Fares, etc.

Receipts are required for the following if maximum is exceeded:

- Taxi fares if over \$10.00
- Streetcar, city bus, ferry fares, BART fares, bridge and road tools of over \$7.00
- Parking expense if over \$7.00



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P O L I C I E S A N D P R O C E D U R E S	G. Communications Only business-related communications charges will be reimbursed. This would include telephone, fax, telegraph, etc. Any non-business communication charges appearing on any billing must be identified and excluded from the reimbursement claim.
	H. Advance Payment for Travel Expenses In situations where a District credit card will not be used, and the anticipated costs for out-of-pocket expenses for meals, etc. are such that it would create a financial hardship on the employee, an advance payment for such expenses will be made to the employee, provided the District is given a minimum of 5 days to issue payment. Upon return, a claim shall be submitted with an itemized list of expenditures and receipts when required. Any funds not expended shall be returned to the District.
	Attachments - Transient Occupancy Tax Waiver Exemption Certificate