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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number **E402**  |  |
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|  | Subject:**Travel and per Diem** | Effective Date:**March 21, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

 To establish equitable and consistent guidelines for assisting employees with the costs of job-related travel.

1. **SCOPE**

 This policy applies to all employees of the Blue Ridge Fire District

1. **POLICY**

Any employee who is involved in job-related travel shall be eligible for reimbursement for travel and per diem costs according to the following guidelines.

1. **GUIDELINES**
2. Any employee who is authorized to travel outside of the District and requires overnight lodging shall be granted lodging expenses according to a daily rate as established by U. S. General Services Administration (http://www.gsa.gov).
3. Per Diem travel allowance (Fuel or mileage if driving his or her own vehicle, food, and appropriate ancillary cost) shall be granted to any employee required to travel outside of the District area, according to a schedule set forth in the U. S. General Services Administration, or actual cost if not covered (http://www.gsa.gov).
4. Travel and per diem expenses shall be submitted and approved by the Fire Chief at least ten days prior to the travel in order for monies to be disbursed prior to departure, otherwise the employee will be reimbursed.
5. In the event of required travel, employees should use District vehicles, unless such a vehicle is not available. If a District vehicle is available and the employee chooses not to use it, the employee shall not be eligible to receive reimbursement for mileage. If a District vehicle is not available, the employee shall be reimbursed at the current mileage rate of $.50 per mile. Any special circumstances that warrant use of private automobiles, such as travel with non-employees, shall be addressed by the Fire Chief on an individual case basis.
6. In order to receive travel reimbursement, the employee shall submit dated receipts with the *Expense Reimbursement* form.
7. The employee should use common sense and attempt to keep all expenses to a minimum.