P110 **Reimbursement**

Any Fire District volunteer, staff, or elected official on District business may claim reimbursement for meals, travel and mileage expenses incurred in the completion of his/her assignment in accordance with the policy established by the Board of Commissioners.

**Travel Reimbursement Policy:**

Travel reimbursement requests associated with out-of-district travel for conventions, seminars, educational purposes, and other special trip assignments made for the District require prior approval of the travel by the Chief. In the absence of the Chief, and for travel etc. by the Chief, approval by the Treasurer is required.

1. If a suitable ESFD vehicle is not available, use of a POV can be approved. All mileage shall be paid at the rate established by the Internal Revenue Service for the current year. If air travel is required, and pre-approved, it shall be by economy class with reservations made within 14 days of the travel, if possible.
2. Each claimant is responsible for filling out a Reimbursement Claim Form and providing verified receipts and/or invoices showing payment of such claimed expenses for which reimbursement is requested in accordance with Idaho Code 31-1506. ESFD does not reimburse for costs of alcoholic beverages.
3. Receipts and or invoices showing payment of overnight lodging expenses shall clearly show the room occupancy rate and other charges separately. Where meeting pre-registration applications include the cost of the hotel room and/or certain in-meeting meals, the District will make the pre-payments involved
4. Reimbursements are only for expenses incurred by ESFD personnel and do not included hosting other attendees, etc. However, if, with pre-approval, the spouse accompanies the attendee, for example, to share the driving on a long trip, and overall travel and accommodations costs are not increased, the District will reimburse for the spouse’s cost of meals, in accordance with articles 5 and 6 below. In those instances where the meeting provides some separate events for spouses, the District will, with preapproval, reimburse those costs including necessary air travel.
5. A per diem of up to $60.00 is allowed for meals for pre-approved meetings which require an overnight stay. Receipts are required.
6. A per diem of up to $30 is allowed for pre-approved one-day meetings. Receipts are required.
7. Automobile rental shall be allowed only when authorized in advance.
8. Any Fire District volunteer, staff, or elected official may receive advance cash allowances covering anticipated, reimbursable expenses to be incurred in the course of pre-authorized travel on District business with the authorization of the Chief or, in the absence of the Chief, or for the Chief’s own travel expenses, the cash advance shall be approved by the Treasurer.