

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T- 1  
**Effective:** 08/17/1990  
**Revised:** 05/23/2023  
**Reviewed:** 05/23/2023

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Policy:** Travel expense reimbursement

**Scope:** All personnel

### PROCEDURE:

Reimbursement for all work-related travel expenses will be paid/reimbursed according to this policy in unison with the city policy. Any department related travel not outlined in this policy will be reimbursed according to “City of Dalton-Travel Policy and Procedure”. All employees should make themselves familiar with this policy as well as the city policy to ensure prompt and accurate reimbursement for allowed travel related expenses. City policy will apply to any items not outlined within this policy. Nothing within this policy is intended to exceed city policy. Anything within this policy that is in not in agreement with city policy, city policy will supersede.

Classes/Training attended at GPSTC and within Georgia:

- Reimbursements will be paid by each qualifying meal as published by the U.S. General Administrative Services Administration (GSA) (breakfast, lunch, dinner).
- Reimbursements will only be paid for days in class (GPSTC and in-state training).
- When attending training at GPSTC, reimbursement for dinner on the last day of class will **not** be paid if class ends prior to 3:00pm.
- No hotel cost will be allowed for classes less than 75 miles from Station 1 without prior approval (all hotel cost must have prior approval from fire chief or deputy chief).
- Meals for classes attended at the National Fire Academy will be paid by department prior to class (not eligible for individual reimbursement except for travel days).
- Single day trips/classes will be reimbursed by receipt only
- Multiday classes within driving distance will only qualify for lunch rate

Conferences/Meetings:

- All associated travel cost such as air travel and hotel, will be paid according to city policy
- Meal reimbursements will be paid by each qualifying meal as published by GSA.

- Mileage or fuel is not an allowable reimbursement item without prior approval.
- Meals included in cost of conference or meeting will be deducted from qualifying reimbursement unless otherwise approved by fire chief or deputy chief.

Documentation:

- Documentation (Business Travel Expense Report) must be submitted to your supervisor promptly **before** the end of each pay period. This documentation is provided in an electronic format, therefore **no** handwritten expense reports will be accepted.
- All documentation will be reviewed for accuracy by the shift commander/division coordinator. The shift commander/division coordinator will initial the Business Travel Expense Report in the top left corner signifying that the documentation has been reviewed and is correct. All documentation will then be submitted to administration by the battalion chief/division coordinator for processing.

**NOTE: Reimbursements will not be processed that does not include the initial of the shift commander/division coordinator. Also, in the absence of the shift commander the initials of their replacement will be accepted. The deputy chief will review support personnel's request in the absence of their division coordinator.**

- All documentation for extended duration classes (EMT school, month or quarter long classes, etc.) must also be submitted by the end of each pay period.