

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T- 1  
**Effective:** 08/17/1990  
**Revised:** 08/27/2019  
**Reviewed:** 08/24/2021

\_\_\_\_\_  
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 the “City of Dalton-Travel Policy and Procedure”. All employees should make themselves familiar with the city policy to ensure prompt and accurate reimbursement for allowed travel related expenses.

#### 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.