

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.: T- 1**

**Effective: 08-17-1990**

**Revised: 06-27-2017**

**Reviewed: 06-27-2017**

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

\_\_\_\_\_  
DATE

**Policy:** Travel expense reimbursement

**Scope:** All personnel

### PROCEDURE:

Approved school expenditures include:

- Fuel
- Registration fees
- Meals
- Lodging
- Airfare
- Miscellaneous (taxi, bus fare, parking fees, etc.)

Fuel expenses:

- Reimbursement for fire department business will be paid in full when accompanied by receipt(s).

Registration fees:

- Registration is to be paid by fire department purchase order method or credit card when possible. Otherwise, reimbursement will be made in full when accompanied by a receipt.

Meals:

Reimbursement will be made at the following rates:

Breakfast	\$11.00
Lunch	\$12.00
Dinner	<u>\$23.00</u>
Full day total	\$46.00

Meal receipts **do not** have to be kept. Rates listed above are the maximum allowable amounts unless approved by the Chief/Deputy Chief. Meals are reimbursed for out of town schools, seminars, workshops, etc. Reimbursement for meals will not be made when they are included in registration/course fees or when meals are provided by GPSTC or other agencies/facilities.

On travel days, classes less than 150 miles from Dalton will receive 50% of the per diem rate. Classes greater than 150 miles from Dalton will receive 75% of the per diem rate. **Meals shall not be placed on the department credit card.**

**Note:** Classes attended on campus at GPSTC that conclude at or before 1500 hours on the final day **will not** be paid a full day's per diem. Instead, these days will be subject to the 50% rule for travel within 150 miles of Dalton.

Lodging:

- Reimbursement will be paid in full when accompanied by an itemized receipt. When possible, lodging should be paid by purchase order or with the department credit card.
- Two (2) tax exempt forms should accompany personnel staying in hotels/motels. These forms will prevent both sales tax and hotel/motel tax from appearing on our statements.

Airfare:

- Reimbursement will be paid in full when accompanied by an itemized receipt. When possible, airfare should be paid by purchase order or with the department credit card.

Miscellaneous expenses:

- Reimbursement will be paid in full when accompanied by a receipt and approved by the Chief/Deputy Chief.

Documentation:

- Documentation (special activity and school expense reports) 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 for extended duration classes (EMT school, month or quarter long classes, etc.) must also be submitted by the end of each pay period.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

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

\_\_\_\_\_  
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.