

**Stillwater Fire District**  
**Stillwater, New York**

Fire District Policy and Procedure

Policy Number:   1   of 2015

Policy Name:   Travel Policy  

Date Issued:   January, 12 2015  

Effective:   January 12, 2015  

Revised:   January 2016  

Review Date:   January 2017  

**I. PURPOSE**

A. This policy applies to all commissioners, members and employees of the Stillwater Fire District when traveling on official business on behalf of the Fire District and the procedure for requesting reimbursement.

**II. POLICY**

A. . This policy establishes guidelines for

- i. Requesting approval for travel from the Board of Fire Commissioners
- ii. Meal reimbursement options
- iii. Expenses which are not reimbursable
- iv. The process for requesting reimbursement

**III. PROCEDURE**

A. .Requesting approval for travel on official business

- 1. Members, staff or employees of the District who wish to travel on official business must first obtain approval from the Board of Fire Commissioners.
- 2. If approved, the fire district will reimburse for conference or training costs with the submission of training or conference registration form which shall include location, subjects covered, and all pertinent information associated with the event.
- 3. Mileage will be reimbursed at the per diem rate posted by the federal government in effect at the time of travel.
- 4. Transportation costs will be reimbursed for the most economical method of travel to and from the location of the official business to include but not limited to personal auto, taxi, auto rental, airfare or rail. Receipts shall be submitted to be eligible for reimbursement.
  - a. The Board of Fire Commissioners has the right to determine the most economical means of transportation.
  - b. Tolls will be reimbursable at the face value of receipts or e-z-pass statement with the appropriate tolls highlighted.
- 5. Lodging costs will be reimbursed at the federal per diem rate and shall require submission of receipts. Lodging rates shall be procured at the Government rate or lower if available. Lodging costs are allowed to exceed the per diem rate by 20% if there are no Government Rate Rooms available.

Any rates exceeding the 20% maximum shall require written justification to accompany the submission of the travel voucher.

- a. You are traveling as an employee of the Stillwater Fire District a local governmental agency and shall submit an ST-129 Hotel tax exemption form to the lodging facility as appropriate.
6. An exception to the per diem rate will be made if attending a conference or training when staying at the hotel where the event is being held. This accommodation is made to avoid additional travel costs or where there are a minimum number of nights included in the price of the event and for the sake of convenience. A simple written justification stating such shall be submitted with the travel and expense report and will be acceptable within reason.
7. To qualify for overnight accommodations, the one-way mileage distance from Stillwater Fire District Station 1 shall be 35 miles or more, or if the person traveling has official duties as an attendee of the event or has additional commitments associated with travel such as late day or early morning conference related meetings; a simple written justification shall accompany submission of travel expense reports.
  - a. If the purpose of a multiday conference or workshop is primarily educational for members and staff of the Fire District, and there are after hour's activities which normally include the attendees, the 35 mile limit is waived to provide the opportunity for networking or for conference/workshop associated social functions within reason. A simple written justification will accompany the travel expense reports.
8. Meal reimbursement options
  - a. If the traveler selects the per diem option, the traveler will be reimbursed the amount specified in the Federal Per Diem rate listings for the location where the expense occurs and no further documentation shall be required.
  - b. If the traveler opts for actual meal expense reimbursement, the traveler must submit to the district receipts for each meal and a completed expense report. The maximum reimbursable amount per day shall not exceed the Federal Per diem rate plus 25%. Meals shall include meal costs, plus taxes and tips which shall not exceed 20%.
9. The Stillwater Fire District will pay only expenses for authorized personnel. No reimbursement shall be made for expenses for companions accompanying an authorized District representative.
10. The District cannot legally reimburse for alcoholic beverages or personal entertainment items, such as magazines, newspapers, movies etc. Any such purchases will be deducted from the reimbursement requested.
11. Expense reports and vouchers shall be submitted within 15 days after the completion of the travel. Reports and vouchers shall be submitted with all attached receipts to the Fire District Secretary for processing and payment. Where receipts are required, if receipts are not submitted, reimbursement will not be processed.

12. If a fire district official pays for the meal of others in the course of official business, the names of all persons dining with the official will be recorded on the back of the receipt without fail.

See attached official forms

By Order of Board of Fire Commissioners – Stillwater Fire District

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Chairman Board of Fire Commissioners