

TULLY FIRE DISTRICT

*1 Railroad Street
Tully, New York 13159*

DISTRICT POLICIES

Policy Number: 02-001

Department: Operations

Subject: Travel Expense

Date: January 1, 2001

Revised: January 4, 2012

1. PROCEDURE

- A. The individual involved must arrange all transportation and room reservations.
- B. Reservations for rooms should be made as near as possible to the point of business.
- C. Only the specified dates of the event will be reimbursed by the District for all approved expenses.

2. APPROVED EXPENSES

A. Travel

- a) Travel to and from location by most feasible means.
- b) Thruway and turnpike tolls.
- c) Garage and parking fees.
- d) Transportation costs.
- e) Personal vehicle mileage equal to current Federal Standard rates for good accommodations.

- B. All emergency travel expenditures must be approved by the Administration Committee of the board of Fire Commissioners.

3. EXPENSES NOT ALLOWED

- A. Non-department member expenses (spouse, other) for meals, rooms (if additional charge), registration or dues.
- B. Telephone calls from room.
- C. Unauthorized entertainment expenses.
- D. Any Alcoholic beverages.

- 4. Receipts are required for all expenses, except meals that are provided for on a per diem basis.

- 5. Reimbursement will be made upon approval by the Board of Fire Commissioners using the District's standard voucher and a completed Travel Expense Summary form. A separate voucher must be completed for each person requesting reimbursement.

- 6. Advances will be granted under special circumstances, if requested no later than the Board of Commissioners' regular meeting prior to the date of travel.