

<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Travel &amp; Meal Reimbursement</i></p>	 <p>900.306</p>

**PURPOSE:**

Employees shall be entitled to payment of their reasonable expenses of travel when on Fire Department business. "Travel on Fire Department business" shall be as determined by the Fire Chief, Training Chief, or the Comptroller.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

A. Use of Credit Cards

The Fire Department provides employees with a Fire Department credit card to facilitate travel. The credit card may be used by the employee to purchase meals, lodging, transportation, and other approved expenditures.

B. Direct Billing of Expenses

Whenever practical, employees shall arrange to have travel expenses billed directly to the Fire Department. Sales and lodging taxes are not allowable expenses and will not be paid by the Fire Department. Exceptions are incidents that Sales Tax cannot be refunded when traveling in another state after attempts have been made to have them removed.

C. Transportation Expenses

Reimbursement for employee travel expenses is governed by W.S. 9-3-103 which states in relevant part:

- (a) Any employee required to travel in the performance of the duties of his office is entitled to receive reimbursement for all actual and necessary transportation expenses incurred as provided by one (1) of the following methods:
  - i. If common carrier transportation is used, the actual expense (not to exceed economy fare charged the general public) is reimbursable. If deluxe accommodations are desired, the amount exceeding economy fare shall be paid personally by the employee. Passenger coupons issued by the transportation company or an official fare receipt shall accompany the claim submitted to the Joint Powers Fire Board for audit and payment. With prior approval of the Fire Chief and/or Comptroller, actual expenses in excess of the economy fare may be reimbursed;

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- (ii) If rented, chartered, or contracted vehicle transportation is used, reimbursement will be limited to reasonable rates determined by the Training Chief and/or Comptroller where claim is submitted. The vendor's official receipt for charges shall accompany the claim submitted to the Joint Powers Fire Board for audit and payment;
  - (iii) If private vehicle transportation is used, the reimbursement [rate] shall be as determined by the [Joint Powers Fire Board], based on a mileage allowance not to exceed the maximum nontaxable rate allowed by the Internal Revenue Service at the time of travel.
- (b) At the discretion of the Fire Chief and/or Comptroller reimbursement may be authorized for actual (but only for necessary) vehicle parking fees, car wash expenses, toll fees, taxi fares, and taxi driver tips.
- (c) Before any claim for transportation expenses is paid, the claimant shall present to the Joint Powers Fire Board for audit and payment a verified and itemized claim which shall be properly dated. The value of each item shall be specifically described—to the satisfaction of the auditing officer or board—to indicate that the expense has been properly incurred for the benefit of the county in pursuance of the claimant's official duties.
- (d) The Joint Powers Fire Board shall at all times receive transportation expense reimbursement when engaged upon official Fire Department business.

- D. Pursuant to W.S. 9-3-103(a)(iii), employees who drive their personal vehicles when traveling on Fire Department business shall receive a vehicle expense allowance at a mileage rate equal to the maximum nontaxable rate allowed by the United States Internal Revenue for each calendar year. Employees shall be responsible for all costs of operating their personal vehicles.
- E. When authorizing employee travel, the Training Chief, Comptroller or Fire Chief shall approve the means of transportation after comparing the relative expense of any practical alternative means. If the approved travel is by a personal vehicle rather than a lower-cost alternative, the vehicle expense allowance payable to the employee for the trip shall not exceed the cost of the lower-cost alternative.

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## F. Lodging Expenses

- (a) Employees shall be reimbursed for actual and necessary lodging expenses. Employees shall exercise prudent discretion with regard to cost when selecting lodging.
- (b) If a hotel/motel allows, employees may charge meals eaten at the hotel/motel restaurant to the room bill. However, employees must obtain an itemized bill for each meal.

## G. Meal Expenses

- (a) Employees shall be reimbursed for reasonable, actual meal and gratuity expenses for breakfast, lunch, and dinner when traveling on Fire Department business. Employees shall exercise prudent discretion with regard to cost when purchasing meals. The cost of alcoholic beverages shall not be claimed and will not be reimbursed. Any additional fees or charges related to "room service" meals shall not be claimed or reimbursed. Snacks are not reimbursable expenses.
- (b) If a meal is purchased for additional persons, the employee shall note on the itemized receipt the name of those persons. Employees will be reimbursed for meals purchased for other Fire Department employees traveling on county business. Expenses for "guests" traveling with employees are not eligible for reimbursement.

## H. Incidental Expenses

Employees shall be reimbursed for expenses incidental to their travel on Fire Department business including business-related telephone, facsimile, and copying charges. Employees will not be reimbursed for the purchase of incidental items for personal use.

## I. Travel Expense Reports

- (a) Within two working days of returning from business travel, an employee shall complete a Travel Expense Report and submit the report to his/her supervisor or other authorized person for review and approval. The supervisor shall then immediately forward the report to the appropriate Accounts Payable clerk for processing. All reports must bear the signature of a person authorized to approve travel expenses of the employee. Supervisor approval shall be based on full compliance with this policy.

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- (b) When completing a travel report, the employee shall indicate whether each expense was charged to a Fire Department credit card or paid by the employee. Itemized receipts shall be attached to the report for all expenses, whether charged to a Fire Department credit card or submitted for reimbursement to the employee.
- (c) Expenses that are not documented with a receipt will be the responsibility of the employee. If the employee has paid the expense, the Fire Department will not reimburse the employee for the undocumented item. If the expense was charged to a Fire Department credit card, the employee shall attach to the report his or her personal payment to the financial institution issuing the credit card for the undocumented item.
- (d) Employees shall not submit claims for reimbursement of any expense that has been billed directly to the Fire Department, has been charged on a Fire Department credit card, or is for any item that is included in a registration fee paid by the Fire Department.
- J. These policies are intended to be consistent with the Travel Policy contained in the Fire Department Fiscal handbook. In the case of a difference between this policy and the Travel Policy, the latter shall control.

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