


GEYSERVILLE FIRE PROTECTION DISTRICT 	Standard Operating Procedures Administrative Section	SOP # A-20
Effective Date: August 14, 1996	Reimbursements	Page 1 of 1

PURPOSE

To ensure proper use of District funds and prompt payment for District-approved expenditures.

SCOPE

All District employees, including Board of Directors

POLICY/GUIDELINE

1. Employees and directors shall be reimbursed for all travel expenses authorized training, food and travel costs.
2. Employees and directors shall be reimbursed for the use of private vehicles at the current GSA rate.
3. Directors shall be reimbursed for travel expenses at the current GSA per diem rate for lodging, meals, and incidentals.
4. If the District is reimbursed for any mutual aid/strike team activities, the engine fee will be retained by the District and the crew(s) will be paid according to the District's fee schedule.
5. Directors shall submit reimbursement requests to the Board of Directors for review and approval. Employees shall submit reimbursement requests to the Fire Chief.

REV. #	DATE	DESCRIPTION OF REVISION/CHANGE	PREPARED BY	REVIEWED BY	APPROVED BY
1	11/12/03	Approval of updated version		BOD	BOD