

TRAVEL/TRAINING AND REIMBURSEMENT POLICY

All persons authorized to travel on official business for the Yorktown Heights Fire District must be approved by the Board of Fire Commissioners at a regular business meeting. A motion must be made, and voted on, to send authorized persons, prior to travel. This policy outlines travel procedures and reimbursement for expenses on travel outside the Yorktown Heights Fire District.

1. Procedure:
 - A. All transportation and room reservations must be arranged by individuals involved.
 - B. Reservations for rooms should be made as near as possible to the point of business.
 - C. Only specified dates of event will be reimbursed by the Fire District for all approved expenses.

2. Approved Expenses:
 - A. Travel
 - a. Travel to and from location by most feasible means.
 - b. Thruway and turnpike fees.
 - c. Garage and parking fees.
 - d. Transportation costs.
 - e. Personal vehicle mileage equal to current federal allowance per mile. (Call 1-800-829-1040 for "Standard Mileage Rate")
 - B. Rooms
Any accommodations at or near point of business at standard rates for good accommodations.
 - C. Meals
 - a. Maximum rate per day equal to current federal allowance for City/State. (Call 1-800-829-1040 for "Standard Meal Allowance for City/State")
 - b. Meal packages that are part of the hotel accommodations.
 - D. All emergency travel expenditures must be approved by an appropriate Fire Commissioner.

3. Expenses Not Allowed
 - A. Non-member expenses (spouse, other) for meals, rooms (if additional charge), registration or dues.
 - B. Unauthorized entertainment expenses.

4. Receipts are required for all expenses, except meals.

5. Reimbursement will be made upon approval from the Board of Fire Commissioners using the standard district voucher with all receipts attached.

6. Advances will be granted, if requested no later than Board of Fire Commissioners meeting, prior to date of travel.