**Beckwourth Fire District**

**POLICIES AND PROCEDURES**

**POLICY TITLE: Reimbursement Policy**

**POLICY NUMBER: 3040**

3040.1 PURPOSE

The Purpose of this Reimbursement Policy (“Policy”) is to reimburse employees of the Beckwourth Fire District (“Employees”) Board of Directors (“Board members”) and Fire Department Members (Staff) for actual and necessary expenses incurred in the performance of their official duties of the Beckwourth Fire District (“District”).

**3040.2 CERTIFICATIONS**

**3040.2.1** The District shall reimburse fees for successful completion of certifications.

**3040.2.2** Recertification fees shall either be reimbursed or handled on line directly through office application. Reimbursable certifications shall include:

 **3040.2.2.1** Nor Cal EMS Certification and Re-certification fees

 **3040.2.2.2** NREMT Certification and Re-certification fees

**3040.2.2.3** CA State Certification and Re-certification fees

**3040.2.2.4** Live scan fees

**3040.2.2.5** CPR Certification and Re-certification fees

**3040.2.2.6** Other Certification and Re-certification fees that are approved as vital to education, training or holding a license that pertains to the job.

**3040.2.3** DMV that are directly related to the services provided by the Fire District. Reimbursable certifications shall include:

**3040.2.3.1** DMV license/Firefighter Endorsement

**3040.2.3.2** DMV Physical

3040.3 CONFERENCES AND OTHER MEETINGS

The District shall reimburse authorized expenses incurred for tuition, travel, mileage, lodging, and meals as a result of training, educational courses, participation in professional organizations, and attendance at conferences associated with the interests of the District. No other occurrence will be reimbursed.

Note: Mileage is based off of current IRS reimbursement rates at the time of occurrence.

3040.4 PRIOR APPROVAL

Attendance by Board members, Employees and staff at seminars, workshops, and conferences shall be approved by the Board prior to incurring any reimbursable costs, except those held locally that cost less than $200.00. All travel by District personnel on official business outside the District’s service area will require approval from the Board. Expenses that do not fall within this Policy or the Internal Revenue Service reimbursable rates must also be approved by the Board of Directors in a public meeting before the expense is incurred.

**3040.4.1 Use of Personal Vehicle**. The District shall reimburse Board members, Employees and Staff, for mileage incurred when they use their vehicles to attend conferences or other meetings in furtherance of the District’s affairs. The District will reimburse mileage for travel to and from the destination based upon the approved Internal Revenue Service rate in effect.

**3040.4.2 Shuttle, Bus, Taxi, and Public Transportation**. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board members, Employees and Staff are encouraged to use the most efficient mode of transportation available.

**3040.4.3 Air or Other Common Carrier Transportation**. As necessary for the performance of their official duties, Board members, Employees and Staff may use air travel or other mode of common carrier transportation to and from the destination. Board members, Employees and Staff are encouraged to use the most efficient means available.

3040.5 LODGING

Lodging costs will be reimbursed or paid for when official business reasonably requires an overnight stay. Such costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

3040.6 MEALS

Meal expenses should be moderate, taking into account community standards and restaurant costs of the area. The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District’s affairs are reimbursable provided District staff is given a receipt. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the applicable Internal Revenue Service per diem rate.

3040.7 PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

The District shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs, not reimbursable by the District, shall include, but not be limited, to the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

3040.8 EXPENSE REPORTS

The District shall not reimburse any expenses until an expense form, 3040a is submitted to the District’s administrative office, which must take place no later than 45 days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District’s affairs. Expense reports must document that the expense in question met the requirements of the policy. In addition, expense forms shall be accompanied by receipts documenting each expense. If no receipt is available, a written explanation of the expenditure is required. No receipt is required for gratuities and tolls under $5. Inability to provide sufficient documentation in a timely fashion may result in the expense being borne by the official. All expenses are subject to verification of compliance with the Policy.

Furthermore, Board members, Employees and Staff will be required to provide a brief report on the conference, seminar, workshop, or meeting attended at the next regular meeting of the Board. If multiple officials attended, a joint report may be made. Staff should either prepare a written report for distribution to the Board or make a verbal report at the next regular meeting. A report should detail what was learned at the session that will be of benefit to the District. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws.

3040.9 CANCELLED TRAVEL

If expenses are prepaid by the District and are not used, the District shall require reimbursement unless the reason for not attending was due to personal illness or an event that impeded good faith efforts to attend. The Board of Directors will review all cancelled travel and determine whether reimbursement is due.

3040.10 VIOLATION OF THIS POLICY

Falsifying expense reports or use of public resources in violation of the Policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the District, and (3) prosecution for misuse of public resources.

3040.11 MODIFICATIONS

The forgoing provisions may be reviewed and amended by the Board of Directors.