

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Travel and Conference
POLICY NUMBER: 3050

Issue Date: 3/15/1999
Revised: 9/23/2005

3050.1 Members of the Council, representatives which may include but not limited to contractors and persons assigned in a capacity to represent the California Fire & Rescue Training Authority, and employees of the California Fire & Rescue Training Authority shall be reimbursed for actual and necessary expenditures for registration, lodging, per diem for meals, transportation, and other business expenses incurred while participating in conferences or other business meetings in support of the Authority.

3050.1.1 Authority representative or employees must obtain approval to travel from the Executive Director or staff representative designated by the Executive Director prior to entering travel status. Authorization for attendance by Authority representatives or employees at professional or vocational meetings must comply with Authority policy.

3050.1.2 Members of the Council must obtain travel and expense reimbursement approval by a motion of the Council prior to participating in conferences.

3050.2 Registration Expenses

Registration reimbursement will be for the actual cost of registration for conferences or professional and vocational meetings.

3050.3 Lodging Expenses

Lodging reimbursement will be the lesser of actual cost for single occupant daily government rate at the host facility or at an alternate facility selected by the Authority traveler. The maximum lodging reimbursement to non-host facilities selected by Authority travelers shall be approved by the Executive Director or staff representative designated by the Executive Director. Lodging amenities will not be reimbursed unless required for Authority business.

3050.4 Meals and Incidental Expenses

The maximum meal reimbursement will be in accordance with the federal M&IE Per Diem Rate for meals and incidental expense (M&IE Rate) as published by the U.S. Government for dates and places traveled.

Employees, representatives, or members of the Council on travel status must indicate time of departure and return in order to calculate appropriate M&IE Per Diem Rate. The M&IE Per Diem Rate will be reduced by the appropriate per diem percentage for meals included with registration or meeting fees.

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Incidentals allowances incorporated in the per diem include, but are not limited to, small miscellaneous expenses such as, laundry, dry cleaning, newspapers, magazines, fees and tips for services such as porters and baggage handlers.

Incidentals do not include taxicab fares, lodging taxes, or the costs of business telegrams, business telephone calls, or bridge and road tolls.

3050.5 Time Frames

3050.5.1 First Day – Trip of more than 24 hours:

- 3050.5.1.1 Trip begins at or before 8 am: may claim 100% of M&IE Per Diem Rate
- 3050.5.1.2 Trip begins at or before 11 am: may claim 66% of M&IE Per Diem Rate
- 3050.5.1.3 Trip begins at or before 5 pm: may claim 33% of M&IE Per Diem Rate

3050.5.2 Fractional Day – After 24 hours of travel:

- 3050.5.2.1 Trip ends at or after 8 am: may claim 33% of M&IE Per Diem Rate
- 3050.5.2.2 Trip ends at or after 2 pm: may claim 66% of M&IE Per Diem Rate
- 3050.5.2.3 Trip ends at or after 7 pm: may claim 100% of M&IE Per Diem Rate

3050.5.3 Fractional Day – Trip of less than 24 hours:

- 3050.5.3.1 Trip begins at or before 6 am and ends at or after 9 am – may claim 33% of M&IE Per Diem Rate
- 3050.5.3.2 Trip begins at or before 6 am and ends after 2 pm: may claim 66% of M&IE Per Diem Rate
Trip begins at or before 6 am and ends at or after 7 pm: may claim 100% of M&IE Per Diem Rate
Trip begins at or before 9 am and ends after 2 pm _ may claim 33% of M&IE Per Diem Rate
Trip begins at or before 4 pm and ends at or after 7 pm: may claim 33% of M&IE Per Diem Rate

3050.6 Transportation Expenses

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Transportation reimbursement will be for the actual cost of common carrier, taxi, parking, and tolls. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full sized automobiles. Transportation reimbursement is limited to the most reasonable commercial carrier economy airfare, commercial carrier ground transportation rate, or personal vehicle mileage. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code. Mileage reimbursement shall not exceed the most reasonable commercial carrier economy airfare unless prior approval has been granted by the Executive Director or staff representative designated by the Executive Director. Mileage claims for personal vehicle use must conform to reasonable distance standards.

3050.7 Other Business

Communication/Fax charges, vehicle storage charges, parking charges, bridge tolls, or other justifiable expenses incurred for Authority business are reimbursable at actual cost.

3050.8 Travel Time

A maximum of one day travel time each way is authorized for Authority business conducted more than 500 miles outside the Authority jurisdiction unless otherwise authorized by the Executive Director or staff representative designated by the Executive Director.

3050.9 Travel and Conference Expense Claims

Claims for reimbursement of travel, conference, and business expenses incurred by members of the Council, representatives, or employees of the Authority must be submitted on the Authority's Travel and Conference Authorization/Reimbursement Expense Form and must include the time, date, place, and business purpose of travel and expenses. **Receipts must be submitted for all expenses claimed including meals and incidentals.**

Representatives traveling on behalf of or sponsored by California Fire & Rescue Training Authority who have submitted expense claims to the Authority shall not submit duplicate claims to any other organization or agency.

3050.10 Travel and Conference Expense Claim Approval

Claim for reimbursement of travel, conference, and business expenses submitted by members of the Council, representatives, or employees of the Authority must be approved by the Executive Director or staff representative designated by the Executive Director prior to payment. Claims for reimbursement

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of travel, conference, and business expenses submitted by members of the Council shall be referred to the Council by placement on the Council consent agenda