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## Expense Reimbursement

### 213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a mechanism to reimburse officers and employees for those reasonable, actual and necessary expenses incurred on behalf of the District in carrying out their official duties. All expenses shall be approved in advance to qualify for reimbursement.

### 213.2 POLICY

It is the policy of the District to reimburse officers and employees for expenses incurred on behalf of the District in accordance with the guideline set forth below.

### 213.3 PROCEDURE

A reimbursement request shall be submitted to the District Accountant within ten days of returning to the District.

- (a) Supporting documents and receipts should be included to justify each expense:
  1. Meals
  2. Lodging
  3. District and/or personal vehicle expenses (fuel, parking, mileage, etc.)
  4. Other transportation expenses (rental car, airfare, taxi, etc.)
  5. Business meal receipts to include name of all attendees

Department approval must be on file prior to submitting a reimbursement request.

### 213.4 AUTHORIZED EXPENSES

Lodging Costs - accommodations should be adequate but not luxurious; discounted government or business rate should be requested. If directly associated with an event or conference, the conference rate should be obtained if possible. Any accommodation exceeding organization limits shall be approved by a Chief Officer.

- (a) Metro Rate: \$200 per night
- (b) All other: \$150 per night

Transportation Costs - District will reimburse for the most economical mode of transportation suitable for the business purpose.

- (a) Private vehicle: Mileage reimbursed at the IRS allowable rate; calculated from office to destination and return.
- (b) Air travel: Flights may be booked for travel beyond reasonable driving distance with Chief Officer approval.
- (c) Rental Car: Rental cars should be booked using the District's State contract. Rental car travel shall be authorized by a Chief Officer; collision damage/waiver shall not be purchased if vehicle is rented on behalf of the District.

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Meals - all meals associated with District approved travel shall be reimbursed at the per diem rates authorized by the Santa Barbara County Auditor-Controller's Office.

- (a) Business outside the District
  1. Meals occurring during travel will begin at departure time and continue to arrival back at home.
  2. Meals provided by the conference, training, or other agencies are to be excluded from the per diem request.
  3. Meals will be provided when covering fire stations outside the District.
- (b) Meetings
  1. Meals or refreshments may be served in conjunction with meetings when it is to the District's benefit not to have participants disperse during meal breaks. Meetings are defined as formal training, conferences, seminars, workshops, staff or board meetings.
- (c) Receptions
  1. The District occasionally hosts receptions for statewide peers, visiting dignitaries and other purposes. Meals may be purchased for receptions; costs exceeding \$150 shall require Fire Chief or designee approval.
- (d) Business Meals
  1. Chief officers shall be reimbursed for meal expenses incurred in approved meetings with District and non-District employees to discuss legitimate District business. Fire Chief business entertainment expenses may be subject to approval by the Board of Directors.

#### Miscellaneous Reimbursable Travel Expenses

- (a) Parking fees
- (b) Transportation to and from the airport by the most economical method (taxi, shuttle, Uber, Lyft)

### **213.5 DIRECTOR COMPENSATION**

In addition to the meetings described in Section 1 of District Ordinance Number 2001-01, District Directors shall be compensated, at the current rate, for the following meetings which have been previously approved by the Board. Last minute decisions to attend such meetings must have the approval of the Board President, or the Fire Chief if the Board President is not available if there is not sufficient time to obtain the Board's approval:

- (a) For each day's service rendered as a member of a standing or ad hoc committee established by the Board;
- (b) Directors authorized and requested by the Governing Board to attend conferences, seminars and meetings shall be compensated for each day of attendance including travel days exceeding six hours;

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- (c) Directors authorized and requested by the Governing Board to serve as officers or liaison to affiliated agencies as an official District representative shall be compensated for each day of attendance at such meetings;
- (d) Directors may be compensated for up to four Board meetings, approved conferences, and/or seminars per month.