

SUBJECT: TRAVEL

DIVISION: ADMINISTRATIVE ACTIVITIES

NUMBER: 400.13

EFFECTIVE/ADOPTED: 12-17-92 REVISED: 08-10-99 & 04-05-06

OBJECTIVE:

The objective of this policy is to outline the Travel Policy for the fire department.

PROCEDURE:

The following procedure will be followed when traveling to and from a sanctioned activity of the fire department that is not considered normal business activities:

1. The Fire Chief or his designee along with the Training Officer will review applications for schooling and approve or reject said request.
2. Fire department transportation may be provided if available.
3. Meals/incidental expenses along with mileage reimbursement will be paid at the current U.S. General Services Administration rates.
4. Any extenuating circumstances regarding this policy will be reviewed by the Fire Chief and he will have the authority to make adjustments as necessary.