

Buechel Fire Protection District

Chief's Directives

CD-0002

Page 1 of 1

Title: Fire District Expense Reports

Approval Date – 7-25-1994

Section	Instruction
1.	Fire District expense reports will be filled out on all business trips or seminars that require travel expenses, meals or lodging as deemed necessary by the Chief.
2.	Lodging must be made at a reasonable priced hotel, receipt required. Receipts on registration fees must be submitted and miscellaneous expenses should be explained with a receipt.
3.	You will be given a daily allotment of \$40.00 for meals including tips per day. All meal money that is not used shall be turned back in along with your expense report.
4.	Members will be allowed 2 personal calls per day of travel. (Use good judgment with consideration on length of calls.)
5.	If a private vehicle is used, the fire district will pay for the gasoline only. Receipts are required if travel by commercial carrier is necessary.
	Notes: 1) Alcohol is not an allowable expense item. 2) Travel expense reports must be submitted within 7 days after returning from trip. If money is owed to district it must be paid at this time.