



**FORT MYERS BEACH FIRE DEPARTMENT  
POLICIES AND PROCEDURES**

<b>Title</b>	Travel and Per Diem Expenses	<b>Number</b>	123
<b>Division</b>	Administration	<b>Revision Date</b>	1/27/2020
<b>Approved</b>		<b>Effective Date</b>	9/16/2008

**PURPOSE**

The purpose of this document is to establish guidelines for the payment of travel, and per diem expenses for employees of the Fort Myers Beach Fire Department (FMBFD). FMBFD shall follow and adhere to the provisions of Chapter 112 of the Florida Statutes, especially Section 112.061, as said law may be amended from time to time, regarding travel and per diem expenses, except as stated herein.

**SCOPE**

All Personnel

**OUTCOME OBJECTIVE**

The outcome objective of this document is to allow personnel to travel for Department business and receive reimbursement for travel-related expenses while maintaining fiduciary controls and responsibility.

**PROCEDURE**

**123.1 General**

- I. Before Travel and Planning
  - A. All travel related expenses must be pre-approved as a prerequisite to travel.
    - 1. Employees must complete an Education Request Form (FMBFD Form 105) and provide an estimate of travel expenses.
    - 2. The subsistence rate shall be obtained from the United States General Services Administration (GSA) website, [www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120), for the city/county visited, provided the travel period is at least twelve (12) hours.
    - 3. Travel over twelve (12) hours requiring overnight accommodations will include the cost of lodging.
  - B. The Department may provide the employee with a vehicle when the trip is within a reasonable driving distance.
    - 1. The Department reserves the right to require use of a Department vehicle rather than the reimbursement of personal vehicle expenses. In compliance, employees will identify the request on FMBFD Form 105 and a vehicle will be assigned, or personal reimbursement will be pre-approved.
    - 2. When using a Department vehicle, employees will use the preferred vendor fuel card when available (see FMBFD Policy 1003- Purchasing General Policy).
    - 3. If pre-approved for personal vehicle mileage reimbursement, the mileage reimbursement rate for using the employee’s personal vehicle will be set at



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the optional standard mileage rate for business use as established by the Internal Revenue Service, which may be updated from time to time.

- C. Employees may choose to make travel arrangements in advance through the administrative office and may include airfare, lodging, and vehicle rental arrangements.
  - 1. Other costs that may not be included in pre-travel arrangements include fuel for vehicle rentals, taxis, tolls, and tips. These costs will be reimbursed at the actual rate, provided receipts are attached to the travel reimbursement form.

### II. After Travel

- A. Upon completion of travel, employees must complete a Travel Expense Reimbursement Request. Documents to be attached include:
  - 1. Receipts for transportation costs and lodging paid by the employee, as applicable.
  - 2. Printed per diem rates from the GSA website for the area of travel. This printout should include separate amounts for each meal (ex: breakfast, lunch, and dinner) in the GSA chart.
    - a. Employees should not request reimbursement for meals if the employee did not expend funds for such meals. For example, if the travel event includes meals that are already paid by the Department (such as through a registration fee for a conference), those meals should not be included on the reimbursement form.
    - b. Subsistence rates on the first and last day of travel are based on specific travel times listed on the Travel Reimbursement Form. Incidental expense amounts and first and last day rates listed on the GSA website are not applicable.
  - 3. Printed mileage verification from an online application, such as Map Quest, if a personal vehicle has been approved and reimbursement for mileage is necessary.
- B. If a Department credit card is issued to the employee prior to travel, the employee will refer to FMBFD Policy 1003: Purchasing General for use and procedures.
- C. The employee and the employee's supervisor must sign the Reimbursement Request Form before forwarding to the Administrative Office. Employee will receive reimbursement via Department check.