



TOLEDO FIRE & RESCUE DEPARTMENT



AD-7 Travel Expense Reimbursement

AD Manual

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Purpose

To define the procedure for travel expense reimbursement.

Policy/Procedure:

1) When a member of the Toledo Fire and Rescue Operations wishes to attend Department related training in a location requiring extensive travel and personal expense, a communication requesting reimbursement for travel and training expenses may be sent through the chain of command to the Chief Financial Officer / Executive Fire Administrator. This request should be sent **six weeks** prior to the member's travel, and should state the date of travel, the destination, and reason for the travel. The following costs should be estimated:

1. Lodging
2. Registration
3. Meals
4. Airfare or gas costs
5. Any other miscellaneous costs such as tolls, car rental, etc.

2) This information will be sent to the Director of the Department for initial approval.

3) After notice of approval, a copy of course information verifying the above costs shall be submitted to the Chief Financial Officer / Executive Fire Administrator. Expenses requiring prepayment and the entity in need of such payment shall be specified.

4) An A-1 form will be completed by the Support Services Bureau and signed by the Director officially approving the travel leave.

- 5)** A copy of this form will be sent to the member requesting reimbursement. Expenses that require that the member provide receipts for reimbursement will be detailed on the form.
- 6)** Within seven (7) days of the completion of travel, the member shall forward all required receipts for reimbursement of expenses to the Office of the Chief Financial. A communication explaining unusual or unclear expenses shall accompany the receipts, if necessary.
- 7)** Although short notice travel may be approved, it may not be logistically possible to afford members prepayment of travel arrangements.
- 8)** Travel authorization may be affected by budgetary concerns and priority of training requests.

See Also:

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