

## **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.

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- **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.

<b>3)</b> Travel authorization may	be affected by	budgetary	concerns and	priority	y of training	requests
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