



# 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.
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See Also:

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