

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT FIREFIGHTER TRAINING COSTS REIMBURSEMENT POLICY

BACKGROUND

The Board of Directors of ALRFPD wishes to encourage and promote the creation of a well-trained volunteer firefighting/rescue force. Individual firefighters frequently incur out of pocket expenses for travel out of the area in order to attend relevant training classes. The District hereby establishes a policy for the reimbursement of individual firefighter's approved expenses incurred for training.

EXPENSE REIMBURSEMENT APPROVAL

1. Requests for individual firefighter training cost reimbursement must include the following information:
 - a. Name of class
 - b. Type of training
 - c. Location of class
 - d. Dates attended
 - e. Name of instructor
2. Individual firefighter reimbursements may be granted upon presentation of approved documentation of registered attendance at the training.
3. Individual firefighter reimbursements are to be granted only upon written approval of The Chief.
4. Reimbursement requests must be submitted within 30 days of completion of training.

EXPENSE REIMBURSEMENT ALLOCATION

Allocation for reimbursements to individual firefighters for training expenses will be made from the District training budget.

REIMBURSEMENT SCHEDULE

1. Member firefighter class registration/attendance must have prior written approval from the Chief. In many instances registration/fees will be paid in advance by the District. Registration/class fees paid by the individual firefighter will be reimbursed only by prior written approval of the Chief.
2. For day long classes that do not require an overnight stay away from the District each firefighter/class registrant will be entitled to a \$25/day per diem.
3. For classes requiring one or more overnight stay away from the District each firefighter/class registrant will be entitled to a per diem at the IRS listed per diem rate for the location of the overnight stay.
4. Transportation: Mileage to and from classes away from the district is to be reimbursed to the owner/driver applicant at the current IRS rate for the sum of the total distance traveled from district to training venue or lodging, between training venue and lodging, and return from lodging or training venue to the district determined by calculation using the most direct routes shown on Google maps. Carpooling is encouraged. Application for mileage reimbursement may be denied if carpooling opportunities are not followed, subject to determination of the Chief. The hiring of a van for group transport may be utilized if to the economic benefit of the District.
5. Coincidental group expenses (e.g. tolls, parking fees) will be reimbursed with submission of itemized receipts and Chief's written approval.