

Northern York County Fire Rescue and EMS

Mailing Address: 109 South Baltimore St. Dillsburg, PA
17019

Dillsburg Station: 109 South Baltimore Street,
Dillsburg, PA 17019
Phone 717.432.3281

Emergency – Dial

911

Franklintown Station: 107 Baltimore Rd. Franklintown, PA 17017
Phone 717.432.1464

Emergency – Dial

911

Visit us at: www.Dillsburgfire.com

TRAVEL REIMBURSEMENT POLICY

The Board of Directors determines eligibility of personnel for mileage reimbursement for company related travel. Expenses for pre-approved travel that personnel incur in the course of performing services for the company will be reimbursed upon submission of adequate documentation to justify the job-related expense. Required documentation includes a travel voucher form for mileage reimbursement and original, itemized receipts for other expenses.

Travel reimbursement requests must be submitted monthly for the preceding month to the Board of Directors for approval. Payment will be based on the IRS Standard Mileage Rate for Business.

****Please use the electronic travel voucher form.** We would like everyone to use this form in order to be consistent. Each page will calculate your total mileage for that page.

Miles Traveled: Please be sure to complete the total number of miles traveled for each individual point-to-point destination on the Miles Traveled line and USE TENTHS OF MILES.

Required Odometer Readings: The requirement that mileage be recorded by odometer reading from point to point is necessary for auditing purposes and must be completed if you wish to be reimbursed for your travel.

Reason for Trip: Please be sure the travel is related to your duties and is for Northern York County Fire Rescue business only. Commuting mileage (home to work and work to home) and miles traveled for personal business are not reimbursable.

Other Travel Related Expenses

Employees/volunteers must submit estimated costs and receive pre-approval for travel expenses from the Board of Directors prior to the trip.

Meals

Meals will only be reimbursed for employees/volunteers for pre-approved overnight travel. Receipts must be attached to the Reimbursement Request Form. Meal reimbursement will be for actual costs for employee only per meal but cannot exceed the following limits:

Breakfast	\$10
Lunch	\$10
Dinner	\$20

Alcoholic beverages and snacks are not reimbursable by the company.

Hotel/Lodging

Lodging will only be reimbursed for personnel for pre-approved overnight travel. Lodging for overnight accommodations will be reimbursed upon documentation of payment by the employee/volunteer submitted to the Board of Directors on a Reimbursement Request form. The cost of the hotel/lodging must be reasonable for the geographical area. The Board reserves the right to cap the Hotel/Lodging allowance.

Other Expenses

Other expenses will be reimbursed upon documentation of payment by the employee submitted to the Board of Directors on a Reimbursement Request form. Examples of other expenses include tolls, parking, and conference registration.

Reimbursement from Fireman's Relief Association

If the reimbursement is to be made by the Fireman's Relief Association, then the pre-authorization and reimbursement request must be presented to the Chief for authorization by the Relief Association. Reimbursement procedures and rates by the Relief Association may vary from Company procedures.