

FireSafe Montana

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Policy & Procedure: FireSafe Montana	Origin Date: 7/16/2008
Title: Travel Policy	Revision Date:
Approved:	P&P #: FSM-01

Purpose

This document ensures that employee travel is consistent with the business objectives of the FireSafe Montana. It also ensures fair and equitable treatment of employees, committee and Board members by defining procedures for authorized business travel and guidelines for expense reimbursement.

Policy

It is the policy of FireSafe Montana to offer reimbursement to its employees, committee and Board Members for all expenses that are necessary, legitimate, permissible, and actually incurred when traveling on authorized FireSafe Montana business. Expenses must be itemized, fully explained and approved on the Travel Expense Report.

The policy is designed to:

- I. Provide a pleasant travel environment in accordance with FireSafe Montana's desire to maintain good working conditions for its employees, Board Member and committee members.
- II. Provide guidance to travelers, travel arrangers, approvers and auditors on travel expenses regarding the policies of FireSafe Montana.
- III. Qualify which are reimbursable versus non-reimbursable expenses.
- IV. Define the committee members, Board Members, and employee's responsibility for controlling and reporting travel expenditures.

Applicability

It is the policy of FireSafe Montana that these rules are issued to all committee and Board members, and employees required to travel in the normal course of their assignment.

Overview

A critical balance must be sought when requesting travel. This is FireSafe Montana's need for cost effectiveness and the employee's need for quality services and support. Employee, committee & Board member's travel should be via the lowest cost alternative, consistent with good business practices.



Employee, committee and Board member's travel and the expenses associated with it, will be authorized only in circumstances which are clearly consistent with the mission of FireSafe Montana.

Implementation & Responsibility

Employee, Committee and Board Member's Responsibility:

It is the responsibility of each employee, committee and Board member to support and comply with all aspects of the travel policy.

Notify staff as early as possible of necessary travel arrangements.

Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.

Submit expense reports as outlined in the expense section on this policy, on a timely basis (within 30 days).

Air Travel

1. Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the employee.
2. Use of "Non-Refundable" airfares is recommended.
3. Employees, committee and Board members may retain all benefits from frequent flyer club memberships.
4. Employees, committee & Board members choosing to use personal modes of travel between cities serviced by regularly scheduled airlines will be reimbursed based on least expensive airfare or actual expenses, whichever is less.

Airport Parking

Airport parking will be reimbursed at cost, with a receipt.

Auto Rental

1. When a rental car is necessary, employees, committee & Board members should request either intermediate or full size cars.
2. Wherever possible employees, committee & Board members must refill gasoline prior to returning rental car for drop off. Gas charges at the rental locations average 50% more than independent filling stations.



Personal Auto Reimbursement:

1. Employees, committee & Board members are only authorized to use his/her automobile if they have both a valid driver's license and current comprehensive auto insurance, including liability. If not, the employee, committee or Board member is not authorized to travel for FireSafe Montana.
2. When an employee, committee & Board member uses his/her personal automobile on approved FireSafe Montana business, FireSafe Montana will pay mileage at the current federal rate. FireSafe Montana will also reimburse all actual and parking fees, with a receipt.
3. Mileage from employees, committee & Board member's home to regular assigned work location is not a reimbursable expense.
4. In order to receive reimbursement for mileage, the employee, committee & Board member must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.
5. The employee, committee & Board member assumes the responsibility for all parking and traffic fines.

Miscellaneous Transportation

The employee, committee & Board member may require local transportation such as bus, taxi, subway, ferry, etc., between airports, or between home and departure point, or at arrival point and place of meeting or overnight lodging. For travel in between home and airport, Shuttle Express (or other transportation of similar cost) is the approved method of travel.

Lodging

1. All FireSafe Montana authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. Holiday Inn, Hampton Inn, Fairfield Inn, etc., type overnight accommodations have been set as an acceptable standard for all FireSafe Montana employees, committee & Board members. You are free to make other arrangements, however FireSafe Montana will NOT reimburse for more than the Federal Maximum Lodging rate per night.
2. All hotel reservations will be guaranteed to your personal credit card. It is the employee's, committee & Board member's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the hotel directly. FireSafe Montana will not reimburse hotel "no-show" fees.

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Meals and Entertainment:

1. Actual, reasonable, and necessary costs for meals will be reimbursed. The employee should be guided by the Federal meals and incidental expense rate for the area they are traveling.

Expense Reporting:

The following conditions apply when submitting expense reports:

1. Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.
2. Employees, committee and Board members must submit expense reports within 30 days after incurring the expenses.
3. Employees, committee and Board members who choose not to request reimbursement, should also submit an expense report to the FireSafe Montana Executive Director for grant matching purposes.