

 <p>TOWN OF CLAYTON FIRE DIST.</p>	<p>TOWN OF CLAYTON FIRE DISTRICT STANDARD OPERATING PROCEDURES AND POLICIES</p>
<p>TITLE: MILEAGE REIMBURSEMENT POLICY</p>	<p>SECTION/TOPIC:</p>
<p>NUMBER:</p>	<p>ISSUE DATE: 12/14/2022</p>
	<p>REVISION DATE:</p>
<p>PREPARED BY: Fire Commissioner Jacob Angus</p>	<p>APPROVED BY: Fire Commissioner Justin Taylor Fire Commissioner Raymond Lowe Fire Commissioner Jacob Angus Fire Commissioner Fredrick Barton Fire Commissioner Scott Johnson Fire Commissioner Robert Haver Fire Commissioner Jeff Dicky</p>

1.0 Applicability

All Members of the Board of Commissioners and Fire Department personnel

2.0 Purpose

Set a uniform policy to reimburse members for personal use of motor vehicles

3.0 Policy and Procedure

For all, a detailed mileage logs in compliance with IRS regulations and a filled out and signed District Voucher need to be submitted. For training verification by: Chiefs that individual is enrolled in a class and instructor (if required) will be necessary to obtain reimbursement.

1. Commissioners including the Secretary and Treasurer will be reimbursed for District related travel excepting meetings within the District.
2. District Chief, Deputy Chief, and Assistant Chiefs will be reimbursed for response to calls in their POV (Privately Owned Vehicle). Mileage will be paid form the Home Address of the chief to the call location and from the call location back to the chiefs assigned fire station. Attendance at calls must be proven using a RedNMX Personnel NFIRS Attendance Report and attached to District Voucher. Reimbursement for extended idling time will be allowed for time over 1 Hour in duration and at a rate set by the Commissioners at the annual meeting, supported by a RedNMX NFIRS Report. This idle time will also apply to Fire Police who use a POV. (Privately Owned Vehicle)

3. Any incidental mileage will be reimbursed at the IRS Mileage Rate with supporting documentation and District Approval.
4. Training: The need for well-trained members is one of the paramount duties of the District. In today's environment the availability of suitable training locally is in short supply, especially in the more technical areas. To this end the officers/ members must travel to gain this training.
 - a. When possible, available and approved District owned vehicles should be used for travel.
 - b. Carpooling is encouraged.
 - c. Upon presentation of the course completion certificate, a mileage log and a voucher, reimbursement for mileage can then be paid.
 - d. Mileage for training will be paid from the members assigned fire station to the training location and back to the fire station.