



# Spokane County Fire District 8 Travel/Training Request

To be completed by SCFD8 member requesting to attend travel or training:

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

I request to attend: (attach registration/brochure) \_\_\_\_\_

Departure: (Date & Time) \_\_\_\_\_ Return (Date & Time) \_\_\_\_\_

Registration Fee: ..... \$ \_\_\_\_\_

Total Meals for \_\_\_\_ days: ..... \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ days @ \_\_\_\_\_ Conf. #: \_\_\_\_\_ \$ \_\_\_\_\_

Transportation: \_\_\_\_\_ \$ \_\_\_\_\_

Personal Vehicle: \_\_\_\_\_ Miles @ \_\_\_\_\_ Cents per Mile ..... \$ \_\_\_\_\_

or District Vehicle Assigned: \_\_\_\_\_

Misc. Expense: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Purpose or professional development I seek to obtain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Member Signature*

.....

Request Approved:  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Fire Chief / Division Manager*

\_\_\_\_\_  
*Date*

<i>Per Diem:</i>	
Meals:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lodging:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mileage:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warrant:	_____
Date:	_____

Original to Administration  
Copy to Member

***All travel by personnel representing Spokane County Fire District 8 shall comply with current District Policy and Standard Operating Procedures***

**Travel/Training Request Authorization**

A Travel/Training Request form and a copy of the registration or meeting notification shall be submitted to the Fire Chief or his/her designee for approval and processing a minimum of 3 weeks in advance travel/training date.

All expenses subject to expense accounts shall be authorized by the Board of Fire Commissioners upon recommendation of the Fire Chief.

**Registration Fee**

Registration will be processed after Travel/Training Request form has been submitted to and approved by the Fire Chief or his/her designee.

**Lodging**

Lodging will be processed after a Travel/Training Request form has been submitted to and approved by the Fire Chief or his/her designee.

**Per Diem – Meals**

The District will provide for meals during approved travel at the current applicable GSA Per Diem rate. Per Diem is a set amount per day and is adjusted for time of departure and return. Members may receive advanced Per Diem rate prior to departure upon completion and approval of a Travel/Training Request form.

**Mileage Expense**

A claim may be submitted for mileage expense incurred by District personnel who use a private vehicle for authorized District business. Authorization for use of a personal vehicle for District business shall be secured before the fact from the Fire Chief or his/her designee.

Claims for mileage expense must be made in detail on an approved District Mileage Expense Report form and signed in certification to comply with state law, RCW 42.23.090.

Claims for advanced travel in a privately owned vehicle shall be made and approved prior to the fact using a Travel/Training Request form.

The rate of reimbursement for mileage expense shall comply with the Internal Revenue Service (IRS) allowed guidelines.

**Expense Reports**

Expense accounts shall be submitted to Administration on an approved District Expense Account form for reimbursement within thirty (30) days after an expense is incurred.

Expense account reports shall be accompanied by all receipts and shall be signed and dated.

*All expense related reports are subject to review by of the Board of Fire Commissioners and are formally approved during the Approval of Expense Vouchers at their Regular Meeting.*