



UNION CENTER FIRE CO., INC.

UNION CENTER FIRE COMPANY, INC. PERSONAL MILEAGE POLICY

Approved: 9/22/2011

It is the policy of the Fire Company to establish travel expense limitations and guidelines as follows for personal mileage:

Authorizations – Approved individuals will be reimbursed for personal mileage within the limits approved in the annual budget.

Personal Mileage – Approved individuals will be reimbursed for use of their personal cars for Fire Company business at the prevailing government rate per mile. Commuting mileage are those miles driven to attend regularly scheduled meetings, trainings or other scheduled activities. Non commuting miles are those necessary to attend any emergency calls or unscheduled activities. Commuting miles will not be reimbursed while non-commuting miles will be reimbursed, with the following exceptions which can also be reimbursed miles:

- a. Attending Scheduled Regional Fire Service meetings or training.
- b. Maintaining field service capability while performing other Company service.

Incidental Expenses – This type of expense is for the reimbursement of gasoline while a personal vehicle is kept running at the site of the emergency call. The hourly rate will be determined on a periodic basis by the Fire Company.

Reimbursement – Individuals should submit the Monthly Expense Reimbursement Request each month until the annual budgeted personal mileage allowance is exhausted. Appropriate detail information needs to be listed as this program is administered on an accountable basis whereby eliminating the need for tax reporting for these disbursements.

Approval – Prior to payment each Monthly Expense Reimbursement Request must be approved by the President or Treasurer.

Payment – Travel expense reimbursements will be distributed or mailed within 30 days of receiving the properly approved request.