

Travel and Per Diem Expenses

1212.1 PURPOSE

The purpose of this policy is to establish guidelines for the District's payment of travel expenses and per diem expenses for the qualified individuals.

1212.2 SCOPE

The scope of this policy is to institute a policy that provides for the payment of travel expenses and per diem expenses.

1212.3 POLICY

Pursuant to the District's policy making authority as prescribed in general law and its enabling legislation, the District hereby adopts this policy to govern payment/reimbursement of travel and per diem expenses. The District shall follow and adhere to the provisions of Chapter 112 of the Florida Statutes, especially Section 112.061 as said law may be amended from time to time, regarding travel and per diem expenses. All travel must be pre-approved by the Chief or his designee as a prerequisite to travel expenses and per diem expenses being reimbursed/paid.

Travel purchases shall be recorded on the State of Florida approved form #DFS-AA-15. The form shall be reviewed, and signed by the employee and the Fire Chief or his designee. Any reimbursement due to the employee shall be made as soon as possible after travel.