

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 12 <i>Business Travel</i>

Relevant Information: UFA employees travel outside of its service area for training, educational, and other reasons that benefit the UFA and for which they should be reimbursed. Those who travel on UFA business should not receive pecuniary benefit from travel reimbursement and should not expend personal funds that are not reimbursed. As funds to support travel are limited, it is necessary that clear and unambiguous policies are in effect so that expenses are properly reimbursed.

Policy Statement: It is the policy of the Board to pay for all reasonable expenses incurred for travel for the purpose of conducting UFA business. All travel by UFA employees must be coordinated through the UFA Travel Coordinator. Questions regarding the business purpose or reasonableness of a travel request or a reimbursement request will immediately be brought to the attention of the Fire Chief for resolution. Employees traveling must have authorization and an individual may not approve his or her own Travel Request Form. UFA will generally purchase only coach-class tickets aboard a regularly scheduled commercial carrier for both domestic and international flights. Non-stop flights, while at times, more expensive, may be justified if alternative flights impose other costs than airfare, or require such circuitous routing that it is inconvenient for the traveler. Employees may retain for personal use promotional items, including frequent flyer miles, received during the course of an official business trip if such items are obtained under the same conditions as those offered to the general public at no additional cost to the UFA. Except in limited and specific circumstances as designated by administrative policy, when out of state travel by vehicle is the same price as, or less than, the overall cost of air travel will travel by vehicle be considered as a possible option. The Travel Coordinator should select modestly priced accommodations, but may book a room at the hotel where a conference is being held, in order to reduce other travel related costs or booking a room at a higher priced hotel due to a legitimate safety concern based upon location. A meal per diem will be paid and calculated based on the GSA Per Diem rate per day for the destination city each day (and partial per diems for travel days as applicable). UFA will reimburse/pay for a rental car only when there is an approved business justification or when there is no other means of comparable transportation. Economical ground transportation including buses, taxis, transportation network services (e.g. Uber, Lyft), and shuttle services should be utilized whenever possible. When traveling on *required* business for the UFA, time spent traveling is considered “hours worked” for the purpose of compensation. All foreign travel requires the pre-approval of the UFA Fire Chief and the UFA Board Chair, or in the absence of the Chair, the Vice Chair.