



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 076**

*Travel & Mileage Expense
Reimbursement*

I. Purpose

The basic intent of this policy is to ensure that individuals traveling on District business neither gain nor lose personal funds as a result of that travel.

II. Scope

This policy applies to all MJFD members.

III. Policy

It shall be the policy of the Mescal-J6 Fire District to reimburse members by the mile, after using their personally owned vehicles to perform District business. Members travelling out of District for training or business shall be provided a daily stipend for meals and lodging, if overnight lodging is required.

IV. Procedure

1. Members will be reimbursed mileage according to the current Federal standard.
2. Members will be provided stipends for meals according to the current Arizona standard.
3. When appropriate, the Fire Chief shall determine stipends according to the number of meals the member will be required to purchase while out of town. The Fire Chief will request a stipend check be issued to the member(s) prior to the members departure.

Approved by the Mescal-J6 Fire District Governing Board on August 3rd, 2015.