



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, October 8, 2026 – 5:30 p.m.

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Boardroom, Suite 200, 2nd Floor
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

COMMITTEE MEMBERS

Director D'Elman Clark - Chair

Director Cinthia Saylor

Director Ted Wood

Director Grant Goold - Alternate

CALL TO ORDER & ROLL CALL

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

CONSENT AGENDA

The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.

Page No.

1. Action Summary Minutes

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Recommendation: Approve the Action Summary Minutes for the meeting of September 10, 2026.

ACTION ITEM

1. Board Policy 01.013.02 – Travel and Conference Expense

3

(Chief Financial Officer Dave O'Toole)

Recommendation: Review the revised Travel and Conference Policy and move to the full Board for approval.

NEXT MEETING DATE: November 12, 2026

ADJOURNMENT

Posted on October 5, 2026

Marni Rittburg

Marni Rittburg, CMC, CPMC
Clerk of the Board



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ACTION SUMMARY MINUTES – REGULAR MEETING

POLICY COMMITTEE

THURSDAY, SEPTEMBER 10, 2026

SACRAMENTO METROPOLITAN FIRE DISTRICT

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Director Clark. Committee members present: Clark and Wood. Committee members absent: Saylor. Staff present: Action Chief Mitchell and Board Clerk Rittburg.

PUBLIC COMMENTS: None

CONSENT AGENDA

Action: Moved by Wood, seconded by Clark, and carried unanimously by members present to adopt the Consent Calendar as follows:

1. Action Summary Minutes

Recommendation: Approve the Action Summary Minutes for the meeting of August 13, 2026.

Action: Approved the Action Summary Minutes.

PRESENTATION ITEMS

1. Administrative Policy 02.017.05 – Policy Development & Implementation

(Chief Human Resources Officer Melisa Maddux)

Recommendation: Administrative Policy review is for informational purposes only as previously directed by the Policy Committee.

Action: Reviewed the changes to the policy for information purposes.

ADJOURNMENT

The meeting adjourned at 5:41 p.m.

Director Clark, Chair

Marni Rittburg, CMC, CPMC
Clerk of the Board



Adam House
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: October 8, 2026
TO: Policy Committee
SUBJECT: Revision of Board Policy 01.013.02 - Travel and Conference Expense

TOPIC

Proposed changes to Board Policy 01.013.02 - Travel and Conference Expense

BACKGROUND

The Travel and Conference Expense Policy provides direction on proper documentation of travel and conference expenses to employees and members of the Sacramento Metropolitan Fire District Board of Directors (Board). The proposed amendments seek principally to clarify permissible lodging and vehicle expenses while traveling, identify acceptable flight-related expenses, explain mileage reimbursement calculations, and elucidate the forms needed to process reimbursement requests.

DISCUSSION

Attached is the amended Travel and Conference Expenses Policy, which was last considered by the Board on January 11, 2024. The major updates to the policy:

- Add a definition for “regular workplace” in order to clarify the calculation for reimbursable mileage.
- Explicitly permit lodging at a conference or event host facility, specify documentation required when lodging costs exceed the General Services Administration rate, and prohibit lodging service charges.
- Define acceptable rental vehicle practices and sizes.
- Clarify the number of permissible checked bags and responsibility for upgrade expenses.
- Explain parameters for receiving meal stipends while traveling.
- Articulate the mileage reimbursement calculation to and from home and a transportation terminal.
- Prohibit certain forms of personal travel that will not be reimbursed.

- Specify reimbursement timelines for disallowed expenses.
- Explain the documentation required when seeking reimbursement.

This policy was reviewed by Finance, Human Resources, General Counsel, and Executive staff. The original policy and the revised policy with highlighted changes are included for your review.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Approve the Travel and Conference Expense Policy changes for consideration by the Board of Directors.

Submitted By:

Approved By:

Dave O'Toole

Dave O'Toole
Chief Financial Officer

Adam Mitchell

Adam Mitchell (Oct 1, 2025 11:19:14 PDT)

Adam Mitchell
Acting Fire Chief

ATTACHMENTS:

Travel and Conference Expense Policy - Revised
Travel and Conference Expense Policy - Clean

Sacramento Metropolitan Fire District BOARD POLICY

POLICY TITLE: Travel and Conference Expenses OVERSIGHT: Administration
POLICY NUMBER: 01.013.02 EFFECTIVE DATE: 12/14/05 REVIEW DATE:
01/25/2410/8/26

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to ~~strengthen-ensure~~ accountability for business travel and conference expenses, ~~conformity to related District policies, by and~~ indexing District expenses to federal General Services Administration (GSA) rates, ~~while adhering to District credit card expenditure and reimbursement processes.~~

Purpose

The purpose of this policy is to give clear ~~written and consistent~~ guidance, ~~and consistent procedures on related to the proper documentation of~~ travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District ("Board Members").

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.
2. Meals – Includes breakfast, lunch, and dinner.
3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.
4. Travel Request Form (TRQ) – A document used to request authorization for travel.
- 3.5. Travel Reimbursement Form (TRFB) – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.

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6. Regular Workplace - The District's headquarters, office, or other facility to which an employee is regularly assigned for work.

Policy

1. Expenses for Meals

- a. Meal expenses shall be paid at the latest published GSA per-diem meal rate for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per-diem tables.

The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

- b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals

- a. Actual and necessary expenditures for registration, lodging, transportation, and related business expenses other than meals incurred for participating in conferences or other business meetings in support of the District shall be paid to employees and Board Members through one of the following:

- i. District credit card, under the terms and authority for which it was issued.
- ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

- b. Tips for taxi or ride-share services are permitted, and may be paid up to \$1.50 or 15 percent of total ride cost, whichever is greater.

3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

- a. Registration expenses will be for the actual cost of registration for conferences or trainings.

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7. Lodging Expenses

a. In general, lodging expenses should not exceed the single occupant daily government rate as identified in current by applicable GSA per diem tables.

b. Lodging at the host facility shall not be subject to GSA per diem table limits.

c. If lodging costs at the host facility, or at an alternate facility (if the host facility is not available), exceed the GSA per diem rate, then prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per diem rate (for example, alternative price quotes demonstrating that no other lodging of comparable quality or proximity to the host facility was available at a lower price), but were unable to do so.

a.d. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.

e. Hotel in-room service, movies or amenity service charges, laundry services, toiletries, and other personal items will be the responsibility of the traveler.

8. Transportation Expenses

a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.

b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.

c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for full mid-sized or smaller economy automobiles. Sample models include Toyota Camry or Honda Accord. Hybrid or electric vehicles in the midsize or economy category are also eligible, provided the rental rate does not exceed the comparable gasoline-powered vehicle. Rental of sport utility vehicles (SUVs), luxury vehicles, or higher-cost vehicle classes is not permitted unless a clear business need exists, such as carrying equipment, accommodating a number of passengers exceeding the seating of a midsize or economy automobile, or when lower-cost vehicle classes are unavailable.

d. Any traffic violations or parking fines incurred by a traveler while operating a rental vehicle will be the responsibility of the traveler.

e.e. Transportation expenses are limited to the most reasonable lowest-cost commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage. If the lowest-cost airfare rate does not include ticket transferability or refundability and up to two.

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checked bags, the next highest airfare rate with ticket transferability or refundability and up to two checked bags may be purchased.

- f. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).
- d.g. If a traveler elects optional upgrades (e.g., preferred seating or extra legroom) above the lowest available fare, the traveler is responsible for paying the difference with personal funds. If a traveler uses an indirect route or interrupts a direct route for personal convenience (including vacation), any additional costs above the lowest-priced direct route will be the responsibility of the traveler.
- e.h. Departure and return times are used to determine the meal allowance and the District will pay meal allowances up to two hours before and after scheduled flight time. Arriving at the airport two hours prior to boarding is considered standard and sufficient time for employee to leave either their home or normal business location.
- ~~f.a. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).~~
- g.i. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
- h.j. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.
- i.k. When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel:
- i. Scheduled workday: If travel to or from the transportation occurs on a scheduled workday, reimbursable mileage shall be limited to the actual miles traveled between the residence and the transportation terminal, minus the employee's normal one-way commuting distance between the residence and the regular workplace.
 - ii. ~~ii. Non-workday: If travel to or from the transportation terminal occurs on a day the employee is not scheduled to work, reimbursable mileage shall be the actual miles traveled between the residence and the transportation terminal. When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel, reimbursable mileage shall equal the actual miles traveled minus the employee's normal one-way commuting distance to the regular workplace when travel occurs on a scheduled workday. When travel occurs on a non-workday, the employee may be reimbursed for the full actual miles traveled between the residence and the transportation terminal.~~

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ii.

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9. Other Business

- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.

~~10. Travel Time~~

- ~~a. A maximum of one-day travel time each-way is authorized for employees and Board Members.~~
- ~~b. Employees and Board Members traveling by personal vehicle are authorized one-day travel time for each 400-mile increment or portion thereof.~~
- ~~c. Employees in positions classified as exempt under the Fair Labor Standards Act receive are paid their total compensation amount and is intended to cover all travel and conference time.~~
- ~~d. Employees in positions classified as nonexempt (overtime-eligible) under the Fair Labor Standards Act may be eligible for compensation for the time spent traveling and attending an overnight conference.~~

10. Combining Personal and Business Travel

- a. Occasionally, travel may include both business and personal components, or may originate from or return to an alternate location for personal reasons. In such cases, the traveler is responsible for demonstrating that personal travel did not result in additional costs to the District. Any additional costs attributable to personal travel will be borne by the traveler.
- b. The traveler must provide comparable price quotes to substantiate any cost differences. These quotes must be obtained at the time the travel reservation is booked.

11. Reimbursement for Disallowed Expenses

- a. Any travel and conference expenses incurred that are not consistent with this policy must be reimbursed to the District by the employee within 30 calendar days.

Procedures

1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form (TRQ).
2. ~~Original~~ itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of ~~original~~ receipts by an employee or Board Member, a missing receipt form shall be submitted.

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3. ~~Completed The final approved~~ Travel Reimbursement Form (TRB) along with all supporting documentation ~~must~~ should be submitted to the Finance Division – Travel Desk ~~within seven (7) days as soon as possible and no more than 30 days~~ from the completion of the trip. ~~Supporting documentation includes the following, as applicable:~~

- a. ~~Travel Reimbursement Form (TRFB)~~
- b. ~~Approved Travel Request Form (TRQ)~~
- c. ~~Travel Request & Reimbursement Excel Workbook (TRR) containing the TRQ and TRF~~
- d. ~~Invoice for Registration~~
- e. ~~Conference Brochure/Agenda~~
- f. ~~Airfare Receipt - must show the departure & arrival time & date~~
- g. ~~Airport parking receipt - must show the entry & exist time and date~~
- h. ~~Transportation - Uber, Lyft, Taxi, etcetc.~~
- i. ~~Personal Vehicle Mileage - Ggoogle map showing home address or duty station/HQ to airport~~
- j. ~~Hotel Folio - check-in and check-out dates must match the conference dates~~
- k. ~~Rental Car Rreceipt - -if applicable~~
- l. ~~Fuel for Rental Car, - -if applicable~~

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4. ~~If the actual costs for all travel expenses exceed the amount originally approved by 20 percent or more, an updated Travel Request Form (TRQ) must be approved by the Division Manager, and Fire Chief or the applicable Deputy Chief, before a PO change order may be processed. PO change order requests must be entered in the District's Enterprise Resource Planning system with the updated Travel Request Form (TRQ) and supporting documentation attached.~~

5. ~~Reimbursements will be processed through Finance – Accounts Payable. In accordance with IRS accountable plan regulations, – Failure to submit documentation not submitted within 60 days will result in the reimbursement being treated as taxable wages on the employees W-2 subject to withholding and – reimbursement will be paid through payroll.~~

3. ~~Employees covered in the various bargaining agreements are required to submit reimbursement requests at the end of each month in which the required travel occurred.~~

~~Employees are responsible for accurately tracking, calculating, and reporting travel time on their timecards in accordance with this policy.~~

References

1. Documents App -Travel Request & Reimbursement Form

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Travel and Conference Expenses

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2. Email – traveldesk@metrofire.ca.gov

4.3. GSA Per diem rates: www.gsa.gov/perdiem

4. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>

— [U.S. Department of Labor www.dol.gov](http://www.dol.gov)

— [Metroapps/documents/Travel Request & Reimbursement Form](#)

— traveldesk@metrofire.ca.gov

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Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Travel and Conference Expense OVERSIGHT: Administration
POLICY NUMBER: 01.013.02 EFFECTIVE DATE: 12/14/05 REVIEW DATE: 10/8/26

Background

The Sacramento Metropolitan Fire District (District) Travel and Conference Expense policy is established to ensure accountability for business travel and conference expenses, conformity to related District policies, and index District expenses to federal General Services Administration (GSA) rates.

Purpose

The purpose of this policy is to give clear and consistent guidance, related to travel and conference attendance by employees and members of the Board of Directors of the Sacramento Metropolitan Fire District ("Board Members").

Scope

This policy applies to all District personnel and Board Members.

Definitions

1. Conference – For purposes of this policy, a conference is a meeting that brings together participants from various locations, may charge a registration fee, and has a published agenda.
2. Meals – Includes breakfast, lunch, and dinner.
3. Travel – The period when an employee or Board Member is enroute to, attending, or returning from a conference, training, remote business meeting, or other non-emergency, work-related assignment.
4. Travel Request Form (TRQ) – A document used to request authorization for travel.
5. Travel Reimbursement Form (TRB) – A document used to seek reimbursement for per diem meals, mileage, and other out-of-pocket expenses.
6. Regular Workplace - The District's headquarters, office, or other facility to which an employee is regularly assigned for work.

Policy

1. Expenses for Meals
 - a. Meal expenses shall be paid at the latest published GSA per diem meal rate

for the area of travel, regardless of whether a meal is provided as part of the conference or training. The maximum meal and incidental expenses for employees or Board Members is as identified by applicable GSA per diem tables.

The first and last calendar day of travel meal and incidental expenses shall be reimbursed at 75 percent normal rate unless travel begins before 7 AM or ends after 7 PM.

- b. Unless specifically authorized for Board Members, meal expenses shall not be paid using a District credit card or other District-managed payment tool.

2. Expenses Other Than Meals

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- i. District credit card, under the terms and authority for which it was issued.
- ii. Reimbursed following travel and submission of receipts deemed accurate, valid, and appropriate.

- b. Tips for taxi or ride-share services are permitted, and may be paid up to \$1.50 or 15 percent of total ride cost, whichever is greater.

- 3. Expenditure claims for travel submitted by employees of the District shall be approved by Division Manager and the Fire Chief or the applicable Deputy Chief.

- 4. Travel and conferences, training, and business meetings attended by Board Members or the Fire Chief shall be disclosed to the Board of Directors in a public meeting.

- 5. Prior travel and expense authority is not required for Board Members for participation in business meetings incident to their duties as members of standing committees of the Board.

6. Registration Expenses

- a. Registration expenses will be for the actual cost of registration for conferences or trainings.

7. Lodging Expenses

- a. In general, lodging expenses should not exceed the single occupant daily government rate identified in current GSA per diem tables.
- b. Lodging at the host facility shall not be subject to GSA per diem table limits.
- c. If lodging costs at an alternate facility (if the host facility is not available) exceed

the GSA per diem rate, prior authorization must be expressly provided from the Fire Chief or Deputy Chief with the travel authorization. Employees or Board Members must provide documentation that a reasonable effort was made to secure lodging at or below the GSA per diem rate (for example, alternative price quotes demonstrating that no other lodging of comparable quality or proximity to the host facility was available at a lower price), but were unable to do so.

- d. Lodging amenities for employees or Board Members will be authorized as expenditures or reimbursed when required in conjunction with District business.
- e. Hotel in-room service, movies or amenity service charges, laundry services, toiletries, and other personal items will be the responsibility of the traveler.

8. Transportation Expenses

- a. Transportation expenses for employees and Board Members will be for the actual costs of common carrier, taxi, parking, and tolls.
- b. If more than one traveler is traveling to the same function, only one rental vehicle shall be chosen, with the least expensive size and mileage limits, appropriate for the use required.
- c. Reimbursement for rental vehicles will be for actual costs not to exceed the rate for midsize or smaller economy automobiles. Sample models include Toyota Camry or Honda Accord. Hybrid or electric vehicles in the midsize or economy category are also eligible, provided the rental rate does not exceed the comparable gasoline-powered vehicle. Rental of sport utility vehicles (SUVs), luxury vehicles, or higher-cost vehicle classes is not permitted unless a clear business need exists, such as carrying equipment, accommodating a number of passengers exceeding the seating of a midsize or economy automobile, or when lower-cost vehicle classes are unavailable.
- d. Any traffic violations or parking fines incurred by a traveler while operating a rental vehicle will be the responsibility of the traveler.
- e. Transportation expenses are limited to the lowest-cost commercial carrier economy airfare, commercial carrier ground transportation rate, or for personal vehicle mileage. If the lowest-cost airfare rate does not include ticket transferability or refundability and up to two checked bags, the next highest airfare rate with ticket transferability or refundability and up to two checked bags may be purchased.
- f. The District will reimburse the cost of two checked bags each way. Additional baggage fees are the responsibility of the traveler unless there is a documented business need (e.g., transport of specialized equipment).
- g. If a traveler elects optional upgrades (e.g., preferred seating or extra legroom) above the lowest available fare, the traveler is responsible for paying the difference with personal funds. If a traveler uses an indirect route or interrupts a direct route for personal convenience (including vacation), any additional costs above the lowest-priced direct route will be

the responsibility of the traveler.

- h. Departure and return times are used to determine the meal allowance and the District will pay meal allowances up to two hours before and after scheduled flight time. Arriving at the airport two hours prior to boarding is considered standard and sufficient time for employee to leave either their home or normal business location.
 - i. Mileage reimbursement for personal vehicle use will be at the maximum rate authorized by the Internal Revenue Code.
 - j. Mileage claims for personal vehicle use must be limited to the most direct route from origin to destination.
 - k. When an employee uses a personal vehicle to travel between their residence and a transportation terminal (e.g., airport, train station, or bus terminal) for authorized work-related travel:
 - i. Scheduled workday: If travel to or from the transportation occurs on a scheduled workday, reimbursable mileage shall be limited to the actual miles traveled between the residence and the transportation terminal, minus the employee's normal one-way commuting distance between the residence and the regular workplace.
 - ii. Non-workday: If travel to or from the transportation terminal occurs on a day the employee is not scheduled to work, reimbursable mileage shall be the actual miles traveled between the residence and the transportation terminal.
9. Other Business
- a. Communication charges, vehicle storage charges, or other justifiable expenses incurred by employees or Board Members in conjunction with District business may be expensed or reimbursed at actual cost.
10. Combining Personal and Business Travel
- a. Occasionally, travel may include both business and personal components, or may originate from or return to an alternate location for personal reasons. In such cases, the traveler is responsible for demonstrating that personal travel did not result in additional costs to the District. Any additional costs attributable to personal travel will be borne by the traveler.
 - b. The traveler must provide comparable price quotes to substantiate any cost differences. These quotes must be obtained at the time the travel reservation is booked.
11. Reimbursement for Disallowed Expenses
- a. Any travel and conference expenses incurred that are not consistent with this policy must be reimbursed to the District by the employee within 30 calendar days.

Procedures

1. Direct payment, reimbursement claims or district credit card expenditures for travel, conference, and business expenses incurred or anticipated by employees and Board Members shall be authorized on the District's Travel Request Form (TRQ).
2. Itemized receipts must be submitted for all reimbursable expense claims other than meals. In the event of loss of receipts by an employee or Board Member, a missing receipt form shall be submitted.
3. Completed Travel Reimbursement Form (TRB) along with all supporting documentation should be submitted to the Finance Division – Travel Desk as soon as possible and no more than 30 days from completion of the trip. Supporting documentation includes the following, as applicable:
 - a. Travel Reimbursement Form (TRB)
 - b. Approved Travel Request Form (TRQ)
 - c. Travel Request & Reimbursement Excel Workbook (TRR)
 - d. Invoice for Registration
 - e. Conference Brochure/Agenda
 - f. Airfare Receipt - must show the departure & arrival time & date
 - g. Airport parking receipt - must show the entry & exit time and date
 - h. Transportation - Uber, Lyft, Taxi, etc.
 - i. Personal Vehicle Mileage - Google map showing home address or duty station/HQ to airport
 - j. Hotel Folio - check-in and check-out dates must match the conference dates
 - k. Rental Car Receipt - if applicable
 - l. Fuel for Rental Car - if applicable
4. If the actual costs for all travel expenses exceed the amount originally approved by 20 percent or more, an updated Travel Request Form (TRQ) must be approved by the Division Manager, and Fire Chief or the applicable Deputy Chief, before a PO change order may be processed. PO change order requests must be entered in the District's Enterprise Resource Planning system with the updated Travel Request Form (TRQ) and supporting documentation attached.
5. In accordance with IRS accountable plan regulations, documentation not submitted within 60 days will result in the reimbursement being treated as taxable wages on the employees W-2 subject to withholding and reimbursement will be paid through payroll.

References

1. Documents App -Travel Request & Reimbursement Form
2. Email – traveldesk@metrofire.ca.gov
3. GSA Per diem rates: www.gsa.gov/perdiem
4. Per diem FAQ: <http://www.gsa.gov/portal/content/104208>