

## **2.15.184 Meal and Incidental Expenses**

The District will reimburse a member for meals when traveling for District business during meal times; however, this does not apply to strike team deployments (see policy 3.04.170 for strike team deployment and reimbursement rates). Members will be reimbursed for the amount spent on meals, not to exceed \$68.00 per day for three (3) meals and incidentals (Breakfast \$16, Lunch \$19, Dinner \$28, Incidentals \$5). Incidental expenses include laundry, fees, and tips for services. If a member is provided a meal with the class or conference fees, there will be no reimbursement for a meal at an alternate restaurant, unless travel prohibits eating the included meal.

Members are encouraged to utilize their District credit card for expenses when possible; however, if a member must use another form of payment, the member will be reimbursed, according to the above guidelines and other District purchasing policies. Paid receipts are required for all expenditures, regardless of form of payment.

If a member exceeds \$68.00 a day, the member is expected to reimburse the District of any overages within a two-week time period from the date of the transaction if such overages were charged to the District credit card, unless such overages were approved by the Fire Chief or Board after submitting a written explanation of overages. Please note that members are responsible for all tax implications associated with any overages.