

## Town of Wright Fire District Policies

Policy Name: **7.0 Travel Policy**

Date Adopted: 2/8/10

Effective: 2/8/10

Revised:

Reviewed: *Annually*

1. Department Officers are encouraged to attend training and conferences that are related to their position and will enhance the effectiveness of the department,
2. All training/conferences and related travel must have prior approval of the District.
3. For the NYS Fire Chiefs Show, the District will pay for up to 6 Department members to attend.
4. Line Officers and Administrative Officers shall have priority in attending. The Department will submit a list of attendees to the District at least 30 days prior to event. Alternate attendees should be included in the case of a cancellation
5. For shows <100 miles from Gallupville, NY, the District will pay for one night stay for each approved person; For shows >100 miles away, the district will pay for up to 2 nights lodging for approved attendees. All overnight stays are to be at the designated event hotel or location of equal or lower cost.
6. Travel expenses for mileage will be paid at the prevailing IRS rate. Members are encouraged to carpool as much as possible.
7. Meals will be reimbursed at a daily per diem not to exceed \$35/day. The following per diem rates will apply for less than full day travel:  
Breakfast: **\$6** (only for travel initiating prior to 7 am).  
Lunch: **\$12** (only for travel taking place beyond IPM).  
Dinner: **\$17** (only for travel taking place beyond 7PM).
8. Other Department members may attend at their own expense. Non-officers may request special consideration however it will be at the District's sole discretion and must be requested not less than 30 days prior to event.