

**COMMISSIONERS OF FIRE DISTRICT NO. 1
FRANKLIN TOWNSHIP • SOMERSET COUNTY
NEW JERSEY**

11-30

(Amend Resolution 04-03)

TRAVEL EXPENSES AMENDED

WHEREAS, there exists a need to amend the Travel Expense Resolution approved by the Commissioners of Fire District No. 1, Franklin Township, Somerset County, New Jersey on February 27, 1989, and amended by Resolution 00-14, Resolution 01-13, and Resolution 04-03;

WHEREAS, there exists a need to define and provide a policy for payment and/or reimbursement of expenses in connection with official District business, i.e., travel for vehicle and/or equipment repair, training schools, meetings, conventions, conferences, seminars, etc., as previously approved and authorized by the Commissioners of Fire District No. 1, Franklin Township, Somerset County, New Jersey, and;

WHEREAS, this policy shall be subject to, and contingent upon, adequate budgetary funding that is available for the purposes of the aforementioned expenses, and;

WHEREAS, individuals must submit a complete explanation, including receipts, for all authorized expenses which shall be attached to a fully completed voucher supporting their claim for reimbursement;

NOW, THEREFORE BE IT RESOLVED, by Commissioners of Fire District No. 1, Franklin Township, Somerset County, New Jersey that the following payment/reimbursement schedule be adopted:

1. **Private Vehicle**: The Board will reimburse active members for any authorized travel which requires the use of a personal/private automobile at the current rate per mile determined by the Internal Revenue Service to cover costs for fuel, oil, normal wear, insurance and all other operating expenses.
2. **Tolls/Parking**: The Board will reimburse active members for all receipts for toll and/or parking expenses for authorized travel.

3. **Commercial Travel:** The Board will reimburse active members for any authorized commercial travel by air, train, taxi, limo service, etc. so long as all receipts for said travel are supplied by the active member requesting reimbursement. Furthermore, reimbursement for said expenses shall not include "personal" transportation expenses such as trips to dinner, entertainment, etc.
4. **Meals:** In addition to per diem, the Board will reimburse each active member for authorized meals and/or refreshments, which are non-alcoholic, and shall not exceed \$90 per day. Receipts for said meals and/or refreshments must be supplied by the active member requesting reimbursement and must individually list the names of people involved.
5. **Hotel/Motel:** The Board will reimburse active members for all authorized receipts for hotel/motel accommodations. Double occupancy rooms are encouraged whenever possible.
6. **Per Diem:** In addition to the paragraphs number 1, 2, 3, 4, & 5, the Board will reimburse authorized active members at a per diem rate of \$100.00 per day to cover other miscellaneous costs and/or relocation expenses not previously included, while in official travel status.
7. **Conditions:** In order to qualify for reimbursement of expenses incurred under the terms set forth in this Resolution, it shall be necessary for the active member to:
 - A. Attend 75% of the available seminars, training sessions, conferences, etc. held during said event.
 - B. In situations where no seminars, training sessions, conferences, etc. are held, it shall be necessary for the active member to attend 75% of the daily floor exhibits for each day in attendance, or spend a substantial portion of their day specifically devoted to conducting District business.
8. **Verification:** In order to qualify for reimbursement of expenses incurred under the terms set forth in this Resolution, it shall be the responsibility of:
 - A. Each District fire chief to certify to the Board that each active member requesting reimbursement has complied with the requirements contained herein, the "Required Training and District Physicals" Resolution, and the District Standards in general.
 - B. The Board of Fire Commissioners to ensure that each Commissioner requesting reimbursement has complied with the requirements contained herein with the exception of needing to be an active member.

<u>Absent</u> Bernard L. Pongratz, Chairman	<u> </u> Yes	<u> </u> No	<u> </u> Abstain
<u>[Signature]</u> Tim Szymborski, Clerk	<u>[Signature]</u> Yes	<u> </u> No	<u> </u> Abstain
<u>[Signature]</u> Donald Bell, Treasurer	<u>[Signature]</u> Yes	<u> </u> No	<u> </u> Abstain
<u>[Signature]</u> James Wickman, Commissioner	<u>[Signature]</u> Yes	<u> </u> No	<u> </u> Abstain
<u>[Signature]</u> Jason Goldberg, Commissioner	<u>[Signature]</u> Yes	<u> </u> No	<u> </u> Abstain

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 1, FRANKLIN TOWNSHIP, SOMERSET COUNTY, NEW JERSEY AT THEIR REGULAR MONTHLY MEETING HELD ON SEPTEMBER 26, 2011.

[Signature]
TIM.SZYMBORSKI, CLERK