

Oregon Fire Service Honor Guard Administrative POLICY for Travel Reimbursement

Effective July 1, 2019

PURPOSE:

The Oregon Fire Service Honor Guard encourages all its Members to participate in as many events as possible and is providing specific reimbursement in an effort to assist all Members to attend as many events as they can and not hinder their participation due to financial inability.

DEFINITIONS:

“M&IE rates” are meal and incidental expenses total rates per day. The total and per meal breakdown is provided by the General Services Administration (GSA) and can be viewed at www.gsa.gov/portal/catagory/21287.

“Per diem” is a preset daily dollar allowance that will be allocated for coverage of pre-approved lodging, meals, and incidental expenses only.

PROCEDURES:

1. Allocated reimbursement dollars must currently exist in the Honor Guard budget.
2. Meal expenses paid for by the Honor Guard shall be within established allowable amounts when Members are on Honor Guard business. In addition, meal expenses shall be incurred or reimbursed only when the expenditure does not fall into the IRS’s category of “Taxable Fringe Benefit.” For this reason, meals will only be paid by the Honor Guard or reimbursed to Honor Guard Members if the meal falls within one of the following categories:
 - a. The meal is consumed while the Member is traveling on approved Honor Guard mandated overnight travel.
 - b. The meal is consumed on Honor Guard mandated day trips which requires the Member to be away from their home department for longer than their normal workday (IRS DeMinimis Standard).
 - c. The Honor Guards maximum meal allowance is based on the most current GSA M&IE www.gas.gov/portal/category/21287 rate breakdown per location. Reimbursement will be made at the lesser of the actual meal expense or the maximum GSA allowance.
 - d. Tips and all taxes are included in the maximum meal allowance. Tips will be reimbursed at a reasonable amount never to exceed 20%.
 - e. If a command staff member (State Commander, Assistant Commander, Deputy Commander) pays for the meals of Non-Honor Guard Members, there must be an explanation for the meal and the name(s) and affiliation of those participating. The explanation shall be attached along with the detailed receipts when submitted.
 - f. The Honor Guard will never reimburse ANY Member for alcohol or tobacco products.
 - g. The Honor Guard will reimburse personal vehicle mileage when traveling on approved Honor Guard business and no department vehicle is available for their use. The Honor Guards mileage rate is based on current IRS “Privately Owned Vehicle (POV) - no government vehicle available” rate located at www.gsa.gov/pmtal/content/100715.

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- h. All Members are strongly encouraged to use department owned vehicles whenever possible. Carpooling is encouraged when multiple Members from the same area are attending the same Honor Guard event. Only the Member driving their POV will get reimbursement if it is NOT a department vehicle.
- i. Mileage reimbursement must be supplied by "google maps" or any other current directional website printout indicating accurate trip mileage. The beginning destination must be entered as the Members home or home agency and the ending address shall be the final destination of the approved Honor Guard event. Mileage reimbursement will be based on round trip miles. If additional travel is required for an approved event, a submittal of explanation of these miles will be considered for reimbursement. Actual odometer readings may also be used in conjunction with mileage print out above, if entered on reimbursement request form.

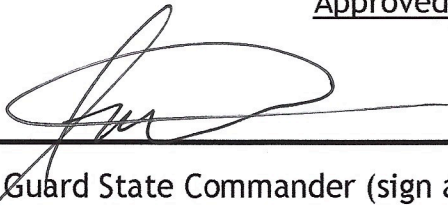
3. INCIDENTAL EXPENSES:

The following are examples of business related incidental expenses that may be approved by the State Commander or designee. These include but are not limited to; business telephone call, wireless internet charges, fax, postage/shipping, office supplies, taxi or uber/lift, bus fares, parking fees, reasonable gratuities not to exceed 20% and terminal parking. All incurred expenses MUST have legible IRS approved receipts.

4. REIMBURSEMENT PROCESS:

All Members requesting reimbursement MUST complete and submit an Expense Reimbursement Form with all pertinent receipts and mileage documentation to the OFSHG Assistant Commander via email. After review and approval, it will then be forwarded to the WFCA office for processing. This MUST be submitted no later than 14 days from conclusion of event. (All members should retain copies for their personal records.) State Commander and Deputy Commander will be cc'd for budget and record keeping.

Approved and Effective only if signed below



Amanda Schmitt

6/26/19

Honor Guard State Commander (sign and print name)

Date



06/26/2019

OFCA Administrator (sign and print name)

Date