

CLARENCE FIRE DISTRICT NO. 1
OFFSITE LOCAL TRAINING AND TRAVEL EXPENSES

- I. **SCOPE:**
This policy applies to all firefighters who are interested in receiving training offsite local and then are eligible for remuneration for travel (mileage) and miscellaneous expenses.
- II. **OBJECTIVE:**
The objective of this policy is to set forth guidelines for eligible candidates.
- III. **GENERAL GUIDELINES:**
- A. Before applying for travel expenses for offsite local training reference must be made to policies of the Clarence Fire District No. 1.
 - 1. Travel Expense Policy (policy number 5) and
 - 2. Chief's Selection Criteria for Personnel Offsite Training (policy number 21).
 - B. Any firefighter wishing to attend training offsite must receive approval from the Chief, or designee, prior to training in order to be eligible for expenses for travel (mileage) and/or miscellaneous expenses. When transportation is provided by the Fire District mileage will not be offered.
 - C. Submission of training log sheet (attached) and receipts will be required upon completion.
 - D. The total mileage will be the distance to and from the training site times the number of sessions attended. Mileage allotted will be the shortest route from Clarence Fire Hall to the training site as determined through the use of a computer mapping service such as "MapQuest" or "MSN Maps".
 - E. The firefighter must have accrued a minimum of ten miles in accumulated travel before being eligible for travel and miscellaneous expenses.
 - F. Alternative travel plans for offsite training must be approved by the Chief before attending aforementioned.
 - G. Questions regarding the completion of the proper documents may be directed to the District Treasurer.
- IV. **AUTHORITY**
The final decision to fund and to approve attendance for offsite local training lies with the Board of Fire Commissioners.
- V. This policy does not rescind any previously issued policy.
- VI. This policy is adopted effective January 1, 2005.

By Order of the Board of Fire Commissioners.

Clarence Fire District No. 1

Policy Number 05-01-24

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