



# POLICY MANUAL

## Daily Operations - Miscellaneous Mileage Reimbursement

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Book Chapter Subject

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5.0 Purpose: Establish Policy and Procedures for Mileage Reimbursements for Station Reassignments.

5.01 Scope: All Fire Department Personnel.

### 5.02 **POLICY**

Fire/EMS personnel who report to their assigned station for that shift and are then assigned to another work site will not be reimbursed for the mileage traveled between stations.

However after an individual has been reassigned the first time, each time a station transfer occurs thereafter on the same shift, the mileage traveled between stations will be reimbursed.

### 5.03 **EXAMPLE**

Firefighter "A" reports to Station 2 at 0730 hours and is told to report to Station 1 as a relief Firefighter until 1930 hours. The on-duty Battalion Chief then notifies Firefighter "A" to report to Station 3 at 1930 hours. The three miles traveled between Station 1 and Station 3 can be recorded for mileage reimbursement.

### 5.04 **GUIDELINES**

All Fire/EMS personnel use the following guidelines for mileage traveled between work sites.

### 5.05 **PROCEDURE**

[Mileage reimbursement forms](#) should be turned in to your shift Battalion Chief either once a month or when the mileage reimbursement form is full. Fire Administration would rather pay for a number of trips versus just one or two times when mileage reimbursement is granted. Please contact your shift Battalion Chief if you have any additional questions concerning mileage reimbursement.