



## Reimbursement Policy

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REPLACES:					
Last Revised:			REVIEW:		
APPROVED:			Scott Davarn, Medical Program Director		
APPROVED:			Scott Weninger, Chair		

### I. Purpose:

To reimburse KCEMS & TCC employees for covered travel expenses.

### II. Policy:

Kitsap County EMS & TCC employees may be reimbursed for incurred expenses with prior approval from the Board of Directors. All travel necessitating airfare or hotel must be approved in advance by the Board of Directors.

### III. Procedure:

#### A. Reimbursable Expenses:

1. Taxi fares, car rentals, parking fees, ferry and bridge tolls.
2. Registration fees for attendance at conventions, conferences, and official meetings
3. Lodging, meals (excluding alcohol) and gratuity if appropriate.
4. Mileage for personal vehicle if used for official Kitsap County EMS & TCC business. Mileage shall be reimbursed at the standard mileage rate as recommended by the IRS.

#### B. General Travel and Expense Information:

1. To be eligible for travel reimbursement, the travel must be authorized prior to beginning date of the travel.
2. Exercise good judgement in incurring travel expenses while on official travel
3. Receipts are required for reimbursement for travel, food, and lodging.
4. The Board of Directors may deny reimbursement of expenses deemed inappropriate or excessive.