



Cal-LAST Manual

Sponsored by:



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CALIFORNIA FIREFIGHTERS MEMORIAL
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Chapter 3 Finance and Administration

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TRAVEL POLICY FOR L.A.S.T TEAMS

The National Fallen Firefighters Foundation (NFFF) follows an organizationally approved travel policy. All travel performed under Federally-funded programs must strictly adhere to government regulations as set forth in the official Federal Travel Regulation, issued by the General Services Administration (GSA). The Federal Government limits reimbursement of certain travel expenses to set amounts.

Transportation Expenses

Travel by Air or Train:

Reimbursement for air travel will be at the coach rate. Exceptions may be made for medical reasons, space availability and other special circumstances. Train travel expenses are allowable when the total expenses do not exceed the costs that would have been incurred had coach or single class air travel been used. Reimbursement for train travel will be at the coach rate.

Travelers may purchase tickets directly from an airline or on-line for convenience or cost savings. Unused tickets purchased on-line or directly from an airline should be retained by the traveler and used as soon as possible for other official Foundation business. Receipts for tickets must be submitted with the expense voucher.

Total expenses by automobile or motorcycle shall not exceed the costs that would have been incurred had coach or single class air travel been used. In addition to mileage allowance, parking fees, ferry, road and bridge tolls are reimbursable.

Lodging, Meals & Incidental Expenses (M&IE)

The Foundation bases reimbursement upon the current per diem for a given area as issued by GSA. The per diem has two components:

1. A maximum lodging amount, not including taxes; and
2. A maximum rate for meals and incidental expenses (M&IE).

Foundation travelers performing tasks under federally funded programs must stay within these limitations, except under special circumstances. The current per diem rates for cities and counties can be found on the internet at <http://www.gsa.gov/portal/category/21287>.

Please note that in-room services such as movie rentals or mini-bars are not reimbursable. The Foundation will not reimburse for actual meals and incidental expenses. Any expenses over the allowable daily rates are the responsibility of the traveler.

It is the policy of the Foundation to reimburse its contractors and volunteers for all authorized expenses that are necessary, legitimate, permissible and actually incurred when traveling on official Foundation business, provided the expenses are itemized, fully explained and approved.

For federally funded projects, the Project Director may approve expenses up to 30 percent above the established rate if circumstances make it impossible to find acceptable lodging at or below per diem. In such cases, the Foundation will reimburse the difference.

Per Diem expenses start on the day the traveler departs their home, office or other authorized location and end on the day the traveler returns to their home, office or other authorized location. On the first and last days of travel, travelers will receive 75% of the maximum M&IE rate. On other full days of travel, travelers will receive 100% of the M&IE rate.

Other allowable costs

The following travel costs are allowable:

1. Travel to and from office or residence and airport or other point of departure.
2. Use of a personally owned vehicle (POV). The current rate of reimbursement per mile, as of January 1, 2018, is 54.5 cents.
3. Actual expenses for rental cars used for business travel. The Project Director must determine that the use of a rental car is the most cost effective mode of transportation. Only mileage related to official travel-related purposes will be reimbursed. Personal use of rental cars is not allowed while on travel and contractors will be responsible for any personal costs. Optional insurance coverage is not reimbursable.

Required Documentation

A receipt is required for any individual expenditure over \$30.00. The FOUNDATION REPRESENTATIVE shall collect the following invoices from the team members, ensure their accuracy, and send to the NFFF no later than 15 days after returning from the visit.

Please Note: Expenditure information has been updated for the year 2018. Please check the below website for annual updates:
<http://www.gsa.gov/portal/category/21287>



INVOICE

CALIFORNIA LAST ALARM SERVICE TEAM – (CAL-LAST)

Name: _____
Date From: _____ To: _____
Location: _____
Purpose: To assist the department and family after a firefighter death.

Claims MUST be submitted within 60 days of travel dates
(claims submitted after 60 days will not be paid)

Mileage: _____ miles at .545 cents/mile _____
Airfare: *(attach receipt)* _____
Lodging: *(attach receipt)* _____
Rental Car: *(attach receipt)* _____
Parking/Taxis/Tolls: *(attach receipt)* _____
Per Diem: *(Calculated by NFFF based on Federal Government per diem rates for meals and incidental expenses - only applicable if there is an overnight stay)* _____

TOTAL DUE: _____

Send check to:

Sign below before submitting - your claim cannot be processed without your signature!!

_____	_____
Claimant Signature	Date
_____	_____
California Fire Foundation	Date
_____	_____
Foundation Approval	Date

Submit completed form and copies of your receipts to Hedi Jalon. If you have any questions, contact Hedi at (916) 641-1707

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