



## Urban Search and Rescue

### Administrative Manual

# Allowable Travel and Related Cost Reimbursement for Members

## **ISSUE STATEMENT**

The purpose of this policy is to promote stewardship and reflect Task Force values and ethics through accountability of public resources by Task Force members and meet the requirements of the City of Virginia Beach's Administrative Directive AD 4.06 (AD M 1.03a) and HR Policies 2.02 Overtime.

## **REQUIRED ACTIONS**

- All claims for reimbursement must be recorded on the Travel Expense Reimbursement Voucher DF-8 Rev. 02/17 (AD M 1.03b). If travel mileage is claimed then the traveler must submit the Official Mileage Chart DF-55 Rev. 01/19 (AD M 1.03c). Submissions should include all signatures, and receipts required to process the claim. By signing the Travel Expense Reimbursement Voucher, the member is certifying the accuracy of all information and the legitimacy of the travel and expenses incurred on the authorized trip. The approval signature certifies that travel was necessary and that the requested reimbursements have been reviewed authorized and are within the City of Virginia Beach's Administrative Directive AD 4.06 (AD M 1.03a) requirements.
- Travel advances for sponsoring members shall be requested 7 days in advance through the Task Force Program Manager and may be obtained prior to scheduled travel by contacting the Task Force accounts payable section. All advances must be settled or accounted for on the Worksheet Form within twenty (20) working days of travel return. This includes accounting for advances where all monies have been spent during travel. Settlements and reimbursements exceeding this timeframe may be disallowed at the discretion of the Task Force Program Manager. If additional time is needed, request an extension to settle the account through the Task Force accounts payable section.
- Members are encouraged to review conference material, government rate application and other sources for special discounts in lodging, transportation and expenses for comparison and selection decisions.
- Accurate itemized records of expenses to ensure correct reporting and submission of travel reimbursements are required. Each member must file his/her own travel claim and return to the Task Force's accounts payable section within 20 working days. In the event a receipt is called for, but impossible to obtain the member must be able to provide sufficient written justification for the cost.
- Virginia Task Force 2's Grants Manager will submit all related travel reimbursements with the Travel Expense Reimbursement Voucher DF-8 Rev. 02/17 (AD M 1.03b)