

SAN JUAN COUNTY FIRE DEPARTMENT

TRAVEL & TRAINING REQUESTS:

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The San Juan County Commission requires all in state travel and training requests using budgeted funds to be approved by the County Fire or Deputy Fire Chief.

Persons requesting travel or training shall submit a completed travel and training request form signed by the member and the appropriate District Chief to the Fire Operations Center as soon as practical but not less than two (2) weeks prior to the class. This may be mailed, faxed or delivered.

The Fire Department Administrative staff shall promptly verify the information and complete any necessary information and forward it for signature.

The appropriate officer shall verify appropriate and adequate funds for the request and approve or disapprove the request.

If the request does not involve any expense and is only to register the person for a class, staff shall copy the request to the appropriate District and register the person if needed.

If the request involves expenses, the request shall be copied for Administration files and the signed original shall be sent to the Managers Office for approval.

When the request is received back from the Managers Office a copy shall be made for the appropriate Fire District and the original retained by staff after any needed requisitions are prepared.

If a request is denied for any reason the District Chief shall be promptly notified.

County vehicles may be available from the Fire Operations Center for travel outside the area. No mileage will be paid for use of private vehicles unless no county vehicles are available. Call the Fire Operations Center to reserve these vehicles as far in advance of the travel as possible.

After the completion of the travel the attendee needs to provide actual departure and return information and a signed travel voucher to the Fire Operations Center.

The San Juan County Commission requires all in state travel and training requests using budgeted funds to be approved by the County Manager.

The travel voucher with the approved travel and training request form will be promptly completed and forwarded for signature.

The completed voucher shall be copied to the Administrative files and the appropriate Fire District and sent to accounting for a warrant to be drawn.

When the warrant is received the person shall be notified so they can pick up their check.

All Fire District copies shall be placed in the appropriate mail slot at the Fire Operations Center.

If a member wishes to take a class for college credit they must pay for the class, required books and fees. The County will provide full reimbursement if the member passes with a "C" or better and provides the proper verification.

If a member fails to attend or complete a class that the County has paid for that member shall provide full restitution to the County. Until restitution is made no further classes will be approved for that member.