# EXPENSE STATEMENTS

The Ponderosa FD Expense Statement (ES) is designed to allow the individual to justify and document normal expenses associated with PFD business. It is important to properly complete the document and provide the necessary receipts. Following are explanations of each section that can be used to assist the individual to properly complete the form. The first rule is to PRINT legibly. Failure to do so may cause the expense reimbursement to be rejected.

<table>
<thead>
<tr>
<th>Name – Self-explanatory</th>
<th>Dates of Expenses – Self-explanatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Row Boxes</td>
<td>For dates applying to this ES (e.g. 10/11/03, 10/12-15/03)</td>
</tr>
<tr>
<td>Miles Driven</td>
<td>A round trip to College Station is a flat fee of $60.00.</td>
</tr>
<tr>
<td>The ES will compute mileage</td>
<td>Mileage is paid at 30 cents per mile. Mileage may sometimes be negotiated as a flat rate (i.e. Dallas $100). Certain circumstances may be approved in advance of a trip. Drivers must be pre-approved.</td>
</tr>
<tr>
<td>Flat rate will be shown under miscellaneous items</td>
<td></td>
</tr>
<tr>
<td>Parking &amp; Tolls</td>
<td>Receipts required</td>
</tr>
<tr>
<td>Auto Rental</td>
<td>Receipts required (do NOT purchase additional insurance). You must use your personal credit card to rent a car. Rental vehicle types must be pre-approved prior to the event.</td>
</tr>
<tr>
<td>Taxi/Limo</td>
<td>Receipts required</td>
</tr>
<tr>
<td>Airfare</td>
<td>Attach ticket receipt or reference if charged to PFD Amex. Airfares are to be purchased by PFD administrative staff to assure the most cost efficient pricing. Individual airline perks belong to the traveling member. An airline ticket receipt is to be attached to the ES, but do not include the amount charged to PFD.</td>
</tr>
<tr>
<td>Transportation Total</td>
<td>ES will compute</td>
</tr>
<tr>
<td></td>
<td>Receipts required; breakdown per day. Attempt to acquire tax-exempt room rates.</td>
</tr>
<tr>
<td>Lodging</td>
<td>PFD members are expected to co-share rooms to reduce costs unless circumstances dictate otherwise. If staying with relatives/friends, the member may opt to provide a $20 per day payment to the host with pre-approval.</td>
</tr>
</tbody>
</table>
**Meals**

*Receipts are required on a per meal basis; Maximum per day is limited to $45.00*

**Sub-total Meals**

ES will compute

**Supplies/Equipment**

This is for supplies and equipment, *receipts required*

**Phone/Fax**

Self-explanatory *(DO NOT USE HOTEL DIRECT DIAL LONG DISTANCE)*

**Miscellaneous**

Can be used for miscellaneous items, *with receipts; flat rate mileage to be placed here*

**Entertainment**

This is reserved only for *pre-authorized* PFD business expenses primarily for meal purchases for guests. Other uses must be pre-approved.

**Total Per Day**

ES will compute

**Purpose of Trip**

*Required* short explanation of why/where the trip consisted of

**Summary of Total Expenses**

ES will compute

**Less Cash Advanced**

Input the amount (if any) was provided by the PFD prior to the trip; attach copy of check PFD check stub.

**Amt Due Member**

If total of expenses is more than the advance, PFD will reimburse. ES will compute.

**Amt Due PVFD**

If total of expenses is less than the advance, the individual is to attach a personal check (made out to the PVFA, Inc.). Cash is discouraged. ES will compute.

**Prepared by**

*MUST* be signed by the individual utilizing the ES

Submit the original ES and a copy to the Fire Chief

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**An ES must be submitted within 14 days of a trip or expense** (unless unusual circumstances prevent). Failure to submit (with proper documentation and/or payment) will result in reprimand which may be to disallow future expense advances and/or **NOT** to reimburse for expenses for the respective ES.