

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.

Name – Self-explanatory

Dates of Expenses – Self-explanatory

Top Row Boxes

For dates applying to this ES (e.g. 10/11/03, 10/12-15/03)

Miles Driven

**The ES will compute mileage
Flat rate will be shown under
miscellaneous items**

A round trip to College Station is a flat fee of \$60.00. 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.

Parking & Tolls

Receipts required

Auto Rental

Receipt 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.

Taxi/Limo

Receipts required

Airfare

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.**

Transportation Total

ES will compute

Lodging

Receipts required; breakdown per day. Attempt to acquire tax-exempt room rates. 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.

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	<u>MUST</u> be signed by the individual utilizing the ES

Submit the original ES and a copy to the Fire Chief

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.