

This operating policy covers per diem and travel reimbursement for employees and commissioners.

A. Lodging and Food Per Diem

1. The Fire District per diem rate will be in accordance with F.S. 112.061. Per diem will be paid when an individual is required to pay for lodging and meals with their own funds.
2. An individual may apply for per diem prior to departing on a trip for a school or a training class.

B. Travel Mileage Allowance

1. The Fire District will reimburse fire commissioners and employees for mileage driven in their private vehicles while performing official Fire District duties in accordance with F.S. 112.061.
2. The current reimbursement rate as specified in F.S. 112.061 is \$0.445 per mile. This rate is subject to change. Travelers should check the then-current F.S. 112.061 for the applicable rate.