



Quaker Springs Fire District #1  
107 Blodgett Road  
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518-584-3349

### **Travel Policy:**

The Quaker Springs Fire District #1 (District), Board of Fire Commissioners (Board) defines the following policy on travel by department members. The Board's authority to manage department travel is derived under New York State Town Law, Article 11, Section 176.

**PURPOSE:** The purpose of this policy is to provide guidance to the fire department members concerning travel for Department or District business.

### **POLICY:**

- All travel by department members for purposes related to District or Department business or training, must be pre-approved by the Board of Fire Commissioners and the Chief.
- Expenses for travel/meals/lodging/supplies/etc. must be estimated and approved prior to travel in order to qualify for reimbursement. Receipts must be presented for reimbursement.
- Any member traveling for District or Department business, will limit expenditures to appropriate and necessary expenses only. Entertainment expenses are not eligible for reimbursement.