

Reimbursement of Expenses

Whenever employees or volunteers of the YFPD incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to YFPD business as verified by valid receipts, said expended cash shall be reimbursed upon request by check. The YFPD does not currently maintain a petty cash fund in the office.

The YFPD management encourages its staff to make purchases through vendors that the YFPD has an established account with to avoid out of pocket expenses.

Mileage Reimbursement

The YFPD may establish a mileage reimbursement form when personal vehicles are used to conduct YFPD business. Employees/volunteers will be reimbursed as determined by the IRS mileage reimbursement rate in effect at the time the expense was incurred.

(from Financial Policies.2021)