



Massachusetts Department of Fire Services

Massachusetts Fire Academy

STANDARD OPERATING POLICY GUIDELINE

Subject: Mileage and Travel Time Reporting Procedure
Segment: Standard Operating Policy
Revised: October 12, 2015
This policy applies to: Massachusetts Firefighting Academy Instructors and Program Coordinators
Purpose: Provide mileage and travel time calculation procedures
Procedure:

Note: The DFS location (Stow or Springfield), closest to the instructor's address of record, as determined by the shortest driving route in Mapquest/Rand McNally, is designated as the instructor's primary work site. The primary work site for Program Coordinators and Assistant Program Coordinators is DFS-Stow.

Note: No mileage reimbursement or time is paid for a trip to and from the instructor's primary work site, nor is travel reimbursement, above the normal hourly wage, allowed when using a state vehicle.

Mileage reported for pay purposes shall commence at the instructor's address of record and be reported with **accurate** odometer readings at the start of the trip, travelling to the training site, and returning to address of record reported with a final odometer reading. You must include these readings on your paper sign-in sheet. These readings should match your Mapquest/Rand McNally mileage and be included with the sign-in sheet.

For instructors providing training services at multiple locations on a given day, mileage shall be reported for pay purposes from the instructor's address of record to the first training location, then continuing to the second or subsequent training location, and finishing at the instructor's address of record. See "Exceptions" below when the itinerary includes the instructor's primary work site.

Instructors, whose travel time is greater than 1.5 hours, or at least 121 miles, and who need to stay the night prior, the night after, or in between an instructional event, must submit the "Instructor Lodging Request Form" (in writing) two weeks prior to obtain approval from the Fire Academy Director. Approval is at the discretion of the Fire Academy Director. The agency will pay only for a hotel room and any taxes incurred. Hotel arrangements will be made by the Fire Academy staff.

For instructors who qualify for hotel rooms, the MapQuest/Rand McNally mileage calculation will commence at the instructor's address of record, to the hotel, to class, back to the hotel (to be done for duration of hotel stay, then to instructor's address of record). **Meal reimbursement shall follow the existing *Travel, Meals and Lodging Expenses* policy, as well as the Contract Addendum.**

When necessary for instructors to leave a training site early in order to arrive at a subsequent site on time, training hours shall be adjusted on the paper sign-in sheet to accurately reflect the actual hours on site at each location and is accurately reflected on your SSTA.

When reporting your time in SSTA, you must enter the exact hours you signed for on the sign-in sheet. Calculate your 'travel time' according to your Mapquest/Rand McNally mileage and add it to your punch time (optimally, half on the start and half on the end). User field 4 should be utilized to inform your approver why you have additional hours other than what is on the sign-in sheet. Insure the correct code is selected.

Limitations:

DFS policy and your contract state that mileage reimbursement is paid after the first 70 miles traveled during a complete trip. The standard compensation rate and time allowance after traveling 70 miles is as follows:

0 to 70 miles	0 hours	0 cents
71 to 120 miles	1 hour	.45 cents per mile
121 to 170 miles	1.5 hours	.45 cents per mile
171 to 220 miles	2 hours	.45 cents per mile
221 plus (+) miles	2.5 hours (max. allowed)	.45 cents per mile

An instructor is reimbursed their ACTUAL odometer reading as long as it matches the MapQuest/Rand McNally mileage reading. If your odometer readings are higher than the MapQuest/Rand McNally mileage, then DFS will only pay MapQuest/Rand McNally mileage and not odometer reading. If your odometer reading totals are less than MapQuest/Rand McNally totals, DFS will pay your odometer reading totals as listed.

Required documentation:

- Sign-in sheet signed by instructor including odometer readings.
- MapQuest/Rand McNally mileage statement printout.

Exceptions:

As a reminder, State regulations preclude payment for travel to your primary work site. If for example, you are providing training services at your primary work site, then traveling to another site, your mileage is calculated from your primary work site to the other site, then to your address of record. If you are providing training services at another location, then traveling to your primary work site, your mileage is calculated from your address of record to the other location and back to your address of record.

Mileage reimbursement for contract employees who reside out of state shall not be reimbursed for mileage outside the state of Massachusetts. Mileage calculation for the purpose of reimbursement shall be calculated from a Massachusetts border to the approved work site following the established mileage reimbursement policies and within the standard contract and addendums.

Approved:

Date: September 28, 2015



George D. Kramlinger, Director
Massachusetts Firefighting Academy