

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

**REIMBURSEMENT OF TRAVEL EXPENSES**

<b>POLICY#</b>	F2.1
<b>DATE ADOPTED</b>	5/22/97
<b>DATE REVISED</b>	10/26/10

**PURPOSE OF POLICY:            TO DEFINE THE PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES**

1. Reimbursement of travel expenses for Westville Fire District business will only occur if a request is made prior to the trip and approved by the Board of Fire Commissioners.