



Rogers Fire Department Standard Operating Procedures

Policy Title:	Monetary Reimbursement		
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PURPOSE

The purpose of this policy is to provide policy regarding the reimbursement of firefighters for work-related expenses.

POLICY

All members shall be eligible to be reimbursed for fire department-related expenses made with their personal funds. Using personal funds for the purchase of supplies is discouraged. Prior to using personal funds for work-related supplies, the member must receive the explicit permission of the Fire Chief. Failure to gain permission prior to purchase shall result in the automatic denial of reimbursement. Under emergency circumstances the Battalion Chief can authorize members to make purchases for reimbursement.

Although fire department headquarters maintains a sufficient petty cash fund to manage payments for emergency medical services, this fund shall not be used for member reimbursement. Member reimbursement shall only be via the City of Rogers Finance Department.