

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

CITY BUSINESS

MP103.08 04/06 - R

CITY BUSINESS LEAVE

City of Phoenix Administrative Regulation 2.28 establishes the rules for reimbursement for meal and related nominal expenses for certain one-day activities conducted within Maricopa County.

A.R. 3.41 governs expense allowances to be granted City employees and members of boards and commissions for business meetings, in-state and out-of-state training, conferences, and conventions.

All expenditures to be reimbursed under A.R. 2.28 or A.R. 3.41 must be approved prior to the expenditures by a Deputy City Manager or Department Head who has been properly delegated the authority to approve expenditures.

While on City Business leave, any wage, fee, honorarium, or gratuity that is received in addition to City wages must be relinquished to the City upon the employee's return to duty.

DOCUMENTATION REQUIREMENTS

Travel request paperwork must be completed and submitted to Fire Fiscal Management a minimum of 10 days prior to leave. Fiscal must be provided with the following information for all unbudgeted requests: travel dates, reason for travel and funding requirements. No airline tickets may be booked for unbudgeted trips until travel approval is received from the Deputy City Manager.

All City Business leave will be recorded on P.P.M.I.S. Leave Request Form 60-32D and must be approved and signed by the Battalion Chief/Division Head prior to taking leave. The P.P.M.I.S. form must be completed in its entirety. In the "Reason" section, the name of the event and location must be given.

In addition to the P.P.M.I.S. form, for all City Business leave, members shall complete the "City Business Compensation Waiver" and attach it to the leave slip. City Business leave slips that are incomplete and/or do not have the waiver attached will be returned to the member.