



Washington State Council of Fire Fighters

Policy #14

Small Local Subsidy Policy

EFFECTIVE DATE: 2018

APPROVED BY: WSCFF Executive Board

POLICY

The small local subsidy program exists to assist locals in participating in the WSCFF Legislative Conference and the Educational Seminar.

PROCEDURES

To be eligible, a local must meet the following criteria:

- Have 20 or fewer members
- Have a dues structure of at least 1.5% of its top firefighter pay or 1% of top firefighter pay plus per capita for the WSCFF, IAFF and WSLC.

Locals will be reimbursed for lodging and taxes while attending the WSCFF events listed. One, two-bed room will be reimbursed, unless attendees are of opposite genders. Room charges (such as parking, movies, internet, and restaurant charges) will be the responsibility of the local.

Locals will be reimbursed for travel to and from an event. The amount of the reimbursement will be based on the current IRS mileage rate. Mileage will be reimbursed per driving mile for one vehicle. Members may choose to fly, take a bus or train. The reimbursement amount will be limited to the lesser cost of the ticket or the applicable roundtrip mileage allowance. Example: if you drive from Seattle to Educational Seminar in Spokane, and the mileage is 500 miles roundtrip @ .535 cents/mile, you will be reimbursed \$267.50. If roundtrip airfare is \$99, you will be reimbursed \$99. If roundtrip airfare is \$300, you will be reimbursed \$267.50.

- Locals must request participation in the Small Local Subsidy Program annually and prior to the event by sending a letter verifying they meet the requirements to do so (20 or fewer members and per capita of at least 1.5% of their top firefighter pay or 1% of top firefighter pay plus per capita for the WSCFF, IAFF and WSLC).
- Locals must submit requests for reimbursement to the WSCFF by May 31 of the year the event took place.
- Requests for reimbursement must include
 - Names of members who attended the event
 - Copy of the hotel receipt(s)
 - Number of miles traveled or a copy of the travel ticket receipts