



# Tonto Rim Search and Rescue (TRSAR) Fuel Reimbursement Policy P.O. Box 357, Pine, AZ 85544

Approved Date: 08/10/2021	3 Pages
Effective Date: 08/10/2021	Revision Date: N/A

## SECTION I. PURPOSE:

The purpose of this policy is to detail how or when TRSAR may reimburse its members for a fuel expense incurred related to authorized trainings or missions. This policy also details how squad members may be reimbursed for fuel for missions from Gila County. This policy may be modified from time to time at the discretion of the TRSAR Board of Directors or the Gila County Sheriff's Office.

## SECTION II. WHAT IS FUEL REIMBURSEMENT:

Fuel Reimbursement is an allowance paid to TRSAR squad members for fuel expenses incurred while traveling to Board approved trainings or missions or from the Gila County Sheriff's Office for approved missions.

## SECTION III. FUEL REIMBURSEMENT AMOUNT:

Amount varies based on the amount of fuel purchased. Amount purchased must be verified with an actual fuel purchase receipt and the total miles driven to verify the purchase was prudent.

## SECTION IV. AUTHORITY:

The *Financial Management Policy (dated 02/07/2017), Section XII. Local Travel and Expense Reimbursements* establishes the Board's authority to reimburse squad members for per diem, among other expenses. Other expenses may include fuel. Gila County may also reimburse TRSAR squad members for fuel related to GCSO approved missions.

## SECTION V. PROCESS FOR APPROVAL/REIMBURSEMENT BY TRSAR:

The *Financial Management Policy (dated 02/07/2017), Section XII. Local Travel and Expense Reimbursements* establishes that fuel reimbursement should be pre-approved by the Board. If fuel for an event was not pre-approved, the Financial Management Policy establishes the process by which a squad member may present proper documentation to the Board for consideration and approval.

Fuel expenses related to TRSAR fundraising, training, or other approved event are subject to board pre-approval. If fuel expenses are not pre-approved by the Board, the TRSAR squad member shall present the expense to the Board and obtain majority approval of the Board. Only then, shall the member be reimbursed.

## **SECTION VI. PROCESS FOR FUEL REIMBURSEMENT BY GILA COUNTY:**

Gila County policies currently allow TRSAR members to be reimbursed for fuel consumed in association with official search, rescue or recovery missions.

### **Required Documentation:**

1. Form – *Gila County Search & Rescue Individual Volunteer Fuel Record and Reimbursement Form* (see Exhibit A)
2. Receipt – fuel purchase receipt. Gallons purchased must match gallons used for the search and rescue mission.

### **Process**

- A. Using the *Gila County Search & Rescue Individual Volunteer Fuel Record and Reimbursement Form*, complete all the fields in the form.
- B. Check the *Emergency Response Manager* callout message for the call Report Number and/or the Mission Number.
- C. Sign and date the form.
- D. Attach the fuel purchase receipt lengthwise in the space provided on the form. See bottom third of form.
- E. Scan or take a photograph of the completed form and email it to: [gilasar@gilacountyaz.gov](mailto:gilasar@gilacountyaz.gov)
- F. Submit form via email within three (3) days of the mission.
- G. When the Gila County Sheriff's Office sends the form to the Gila County Finance Department, they will email copy TRSAR's Treasurer. At that time, the TRSAR Treasurer will write a fuel reimbursement check to the TRSAR member.

EXHIBIT A

Mike Johnson – Chief Deputy  
Travis Baxley – Task Force Commander  
Sarah White – Chief Administrative Officer  
Tim Scott – Lt. Northern District  
Virgil Dodd – Lt. Southern District



Dennis Newman - Undersheriff  
Raymond Fulton – Jail Commander  
Jared Osborn – Lieutenant  
Vi Worthey – Lieutenant  
Cindy Roberts - Lieutenant

Office of  
Sheriff of Gila County  
J. Adam Shepherd

Gila County Search & Rescue  
Individual Volunteer Fuel Record and Reimbursement Request

Mission Date: \_\_\_\_\_ Mission Number: \_\_\_\_\_ Report Number: \_\_\_\_\_  
Mission Location: \_\_\_\_\_  
Volunteer Name: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_  
Location Purchased: \_\_\_\_\_  
Mission Miles: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_ Amount in Gallons: \_\_\_\_\_

By my signature below, I certify that the above information is true, and I request reimbursement for fuel purchased in support of the Gila County Sheriff's Office and Tonto Rim Search & Rescue as a volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this request with a photocopy of your receipt to [gilasar@gilacountyaz.gov](mailto:gilasar@gilacountyaz.gov) within three (3) days of the mission date you are wanting reimbursement for. Your request will be processed immediately.

Attach Receipt Here

Use your camera and send a photo of this form to: [gilasar@gilacountyaz.gov](mailto:gilasar@gilacountyaz.gov)

P.O. Box 311, Globe, AZ 85502 – Phone: (928)425-4449 – Toll Free: (800) 635-8017 – Fax: (928) 425-5674  
108 W. Main St., Payson, AZ 85541 – Phone: (928)474-2209 – Toll Free: (866) 866-4452 – Fax: (928) 474-0614

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