

Authorized Users and Credit Limits

Key Bank-

| | |
|----------------------|----------|
| Chief | 5,000.00 |
| Deputy Chief | 5,000.00 |
| MSO/DS | 3,000.00 |
| Mechanic | 5,000.00 |
| Department Secretary | 5,000.00 |

Washington Trust Bank-

| | |
|----------------------|----------|
| Chief | 5,000.00 |
| Deputy Chief | 5,000.00 |
| MSO/DS | 3,000.00 |
| Mechanic | 5,000.00 |
| Department Secretary | 5,000.00 |

Line Staff- Set limit is 0, credit limit will change as needed following the calculations below.

The Reimbursement Request form will be completed and forwarded to the District Secretary 7 days before the travel date.

Food: For each day the credit card authorization amount will be based on a full day allowance as per the current per diem map.

Gas: For travel over 50 miles, the credit card authorization amount will be \$2.00 per mile. This amount may also be used for any repairs/maintenance of the vehicle that may arise.

Lodging: For lodging, the credit card authorization will be for the pre-reservation amounts received from the hotel/accommodations.

Other: The cost of "Other" items will be calculated for compensation of unexpected/standard additional costs; i.e. tips- 10% is allowable, parking, supplies for attending training, repairs/etc. The standard amount calculated for "Other" is a set amount of \$50.00.