

SHOE AND HELMET REIMBURSEMENT INSTRUCTIONS

PLEASE COMPLETE THE HIGHLIGHTED SECTIONS OF BOTH THE PROPERTY AND SUPPLY REIMBURSEMENT FORM **AND** THE EMPLOYEE EXPENSE VOUCHER.

IF YOU ARE PURCHASING A HELMET, YOU NEED TO BRING IT TO PROPERTY FOR INSPECTION.

SHOES AND HELMETS, YOU MAY BRING THE COMPLETED DOCUMENTS AND YOUR RECEIPT SHOWING THE DATE, ITEM, AND METHOD OF PAYMENT TO PROPERTY AND SUPPLY

OR

FOR SHOES ONLY, USE YOUR STATION COPIER OR OTHER SCANNING DEVICE TO SCAN YOUR RECEIPT AND THE COMPLETED DOCUMENTS AND EMAIL THEM TO

FIRE.LOGISTICS@MONTGOMERYCOUNTYMD.GOV.

ALL EMAILED DOCUMENTS MUST BE IN PDF FORM. NO PHOTOGRAPH FILES.

PROPERTY AND SUPPLY REIMBURSEMENT FORM

NAME _____ STATION _____ FSID _____

HOME MAILING ADDRESS ON RECORD WITH THE COUNTY:

HELMETS - Helmets must be new, unused, and purchased within the past 6 months. A receipt must be attached with cost of the helmet and purchase date. Helmets must be presented at Property and Supply along with the original manufacturer’s documentation showing NFPA 1971, most recent edition compliance. A serial/manufacturer number and date of manufacture must be visible. Reimbursement is made up to the value of standard MCFRS issued helmets only. Personnel are responsible for ensuring their helmets meet all MCFRS policies and NFPA standards.

TO BE COMPLETED BY PROPERTY SECTION PERSONNEL:

Manufacturer/Serial Number/Description _____

Approval date and signature _____ Manufacture Date _____

SHOES - A receipt dated within the past 6 months must be attached. Shoes must be black and capable of being shined.

TO BE COMPLETED BY PROPERTY SECTION PERSONNEL:

Next available issue _____

Approval date and signature _____

***Employee Expense Voucher - (formerly Travel Expense Voucher or TEV Form 1003)**

General Information

Expenses

Employee Name:	Description	Quantity	Unit	Rate	Total
Phone: <input type="text"/>	Private Vehicle used****	<input type="text"/>	miles	<input type="text"/>	<input type="text"/>
Department/Agency: <input type="text"/>	County Owned Vehicle*****	<input type="text"/>	miles	<input type="text"/>	<input type="text"/>
Destination: <input type="text"/>	Meals & Incidental Expenses	attach M&IE calculations			<input type="text"/>
Travel Dates: from <input type="text"/>	Tolls	attach Toll Authority webpg or receipt			<input type="text"/>
to <input type="text"/>	Parking	**attach receipts			<input type="text"/>
Fund: <input type="text"/>	Shuttle/Taxi	**attach receipts			<input type="text"/>
Cost Center: <input type="text"/>	Car Rental	**attach receipts			<input type="text"/>
Account Code/Expenditure: <input type="text"/>	Airfare/Train/Bus	**attach receipts			<input type="text"/>
Project: <input type="text"/>	Hotel	**attach receipts			<input type="text"/>
Task: <input type="text"/>	Conference/Seminar/Training	**attach receipts (if applicable) ***attach Agenda			<input type="text"/>
Award: <input type="text"/>	Other	**attach receipts			<input type="text"/>
Organization: <input type="text"/>	Total Reimbursement Requested: \$				<input type="text"/>

Comments:

Signatures

Employee Signature: _____

Date: _____

Type or Print Name

Division Chief Signature: _____

Date: _____

Type or Print Name

Dept. Head (or designee) Signature: _____

Date: _____

Type or Print Name

****Use was authorized or a County Vehicle was unavailable for business (Mileage at GSA rate-attach Google Map or similar)

*****Used for business (Mileage at GSA rate-attach Google Map or similar)

***This form is not just for Travel Expenses.** This form should be used when an employee is requesting reimbursement for any qualifying work-related expense (such as memberships, training, travel, conferences, etc.) per Administrative Procedures 1-2 or 1-5.

**Receipts for actual costs MUST be attached to this form, per Administrative Procedures 1-2 and 1-5.

***If employee has attended a Conference/Seminar/Training, **the agenda or brochure must be attached**, even if employee is not requesting reimbursement for Conference costs. Any meals provided as part of the Conference will be deducted from the M&IE Per Diem reimbursement.

GSA = United States General Services Administration at gsa.gov