



## SOUTH ARKANSAS FIRE PROTECTION DISTRICT

### RESOLUTION NO. 2025-04

#### A RESOLUTION ESTABLISHING THE 2025 PER DIEM AND MILEAGE REIMBURSEMENT RATES FOR THE SOUTH ARKANSAS FIRE PROTECTION DISTRICT

**WHEREAS**, the South Arkansas Fire Protection District (“District”) recognizes the need to reimburse employees and board members fairly and consistently for travel-related expenses incurred while conducting official District business; and

**WHEREAS**, the District has reviewed updated federal and state reimbursement guidelines and industry practices; and

**WHEREAS**, the Board of Directors finds it appropriate to adjust the per diem and mileage rates for 2025 to reflect current costs of travel and align with industry standards;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH ARKANSAS FIRE PROTECTION DISTRICT THAT:**

1. Effective January 1, 2025, the District’s per diem rates shall be as follows:
    - **Breakfast:** \$19.00
    - **Lunch:** \$20.00
    - **Dinner:** \$36.00
    - **Daily Incidental Expenses:** \$5.00
    - **Total Daily Per Diem:** \$80.00
  2. Effective January 1, 2025, the District’s mileage reimbursement rate shall be **\$0.70 per mile**, up from the 2024 rate of \$0.67 per mile.
  3. These rates shall apply to all District employees, board members, and volunteers conducting approved District business requiring travel.
  4. The District’s administrative team shall ensure the proper communication of these rates to all applicable parties and shall update internal policies and reimbursement forms accordingly.
  5. This resolution shall remain in effect until amended or superseded by further action of the Board.
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**Adopted and approved this 13<sup>th</sup> day of January 2025, by the Board of Directors of the South Arkansas Fire Protection District.**

**SIGNED:**

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Harold Starbuck  
President, Board of Directors

**ATTEST:**

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**Jeff Graf**, Secretary  
South Arkansas Fire Protection District Board