

Per Diem

A travel authorization is required for all employees subject to fire assignments outside their assigned duty stations. In the event an employee may have several fire assignments during the fire season, a limited open travel authorization (LOTA) should be issued at the beginning of the fire season.

An employee in travel status to and from a fire is entitled to per diem as appropriate for travel to, from, or within locations Outside the Continental United States (OCONUS) and/or to, from, and within locations in the Continental United States (CONUS). The 3/4 day of Per Diem will apply on the first and last day of travel.

Upon arrival at a fire camp where food and lodgings are provided, in CONUS the traveler would be entitled to \$2.00/day for incidental expenses, and in OCONUS the traveler would be entitled to \$3.00/day for incidental expenses (based on Region 7 policy of \$3.00 per day when food is provided to travelers in camp situations).

The employee must claim reimbursement through submission of a Travel Voucher (Standard Form 1012). An SF-1164 may not be used to claim per diem, including the miscellaneous/incidental part of the M&IE. An SF-1164 may only be used to claim reimbursement for expenses incurred and paid out of pocket during travel when no per diem (lodging or M&IE) is being claimed or a Travel Voucher submitted.