

2012 FOREST SERVICE CASUAL HIRE TRAVEL PROCESS

Per agency policy, travel for casual hires will be processed in accordance with the Federal Travel Regulations. Under certain circumstances, Incident Management Teams (IMTs) or hiring units have the option to process casual travel **FOR INCIDENT ASSIGNMENTS ONLY** utilizing the OF-288 Emergency Firefighter Time Report. (This process does not apply to travel associated with casual's attending training.) The following items may be reimbursed utilizing the OF-288:

- Privately Owned Vehicle (POV) Mileage
- Per Diem (lodging and M&IE)
- Miscellaneous expenses allowed under FTR
- Miscellaneous Transportation Costs (e.g., baggage fees, taxis, shuttles, ferries, tolls, parking)

GovTrip system must be used for casual reimbursement when:

- Lodging exceeds the prescribed maximum per diem rate
- Rental car reimbursement
- Other expenses not allowed for reimbursement via the OF-288
- All training related travel

When a casual has reimbursable expenses that are not approved for reimbursement on the OF-288 the entire travel reimbursement should be processed through the GovTrip system.

*****NOTE: All expenses, except for meals, require receipts (lodging, miscellaneous transportation costs, etc.) and must be attached to the OF-288 when submitted to ASC-IF.**

RATES OF REIMBURSEMENT

Rates of reimbursement for per diem [lodging and meals and incidental expenses (M&IE)] will correspond to the current rates posted on the GSA website at www.gsa.gov/perdiem. The location of the incident determines the maximum per diem reimbursement rate. First and last day reimbursements will be made at 75% of the applicable M&IE rate, and must be adjusted for meals furnished to the casual by the Government. The following table shows the calculation of 75% amounts for all of the per diem rates, as well as examples of calculating first and last day when meals are provided.

2012 STANDARD CONUS RATES

M&IE Total	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
75% M&IE Total (first and last day)	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25

EXAMPLES

First Day - less dinner provided

M&IE Total	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
REVISED PER DIEM	\$11.50	\$12.25	\$13.00	\$14.75	\$15.50	\$17.25

Last Day - less breakfast provided

M&IE Total	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
REVISED PER DIEM	\$27.50	\$30.25	\$33.00	\$35.75	\$38.50	\$41.25

First Day - less lunch & dinner provided

M&IE Total	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
REVISED PER DIEM	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

Note: Cannot be less than Incidental Rate of \$5.00

Last Day - less breakfast & lunch provided

M&IE Total	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
REVISED PER DIEM	\$16.50	\$18.25	\$20.00	\$20.75	\$22.50	\$23.25

*****NOTE: Revised per diem rates in tables above INCLUDE the \$5.00 incidental rate.**

When meals are available, such as from a caterer, they are deducted whether consumed or not.

Rates of reimbursement for POV mileage must correspond to the current posted GSA rate at www.gsa.gov/mileage.

Lodging and miscellaneous transportation costs will be reimbursed at actual expenditure rates, not to exceed current GSA rates, and must be accompanied by a receipt.

PROCEDURES

The type of expenses incurred will determine how the employee will be reimbursed for travel costs and who will process the travel. **If the casual has only travel expenses that do NOT require a receipt, reimbursement will be made through the OF-288 and processed by the IMT. This process is mandatory when these conditions are met.** An IMT, at their option, may process travel expenses that require a receipt (lodging, parking, baggage, etc.). The receipts must be attached to the casual's OF-288 and forwarded to ASC-IF. (See "Processing Travel When Receipts are Required"). Casual travel expenses not processed by the IMT will be reimbursed by the hiring unit on either the OF-288 or through the GovTrip system.

Processing Travel When NO Receipts Are Required

When a casual incurs ONLY M&IE and/or POV mileage, the travel will be processed by the IMT. Reimbursement will be included with the payment of the Emergency Firefighter Time Report (OF-288) for salary. This process also applies when other travel costs were incurred during the assignment (such as a rental vehicle or lodging) but paid by a purchasing official.

Reimbursable expenses will be documented by the IMT when submitting the final OF-288 for payment. If an IMT is not present, the payment will be processed by the unit submitting the final OF-288 to ASC-IF for payment.

- Rates of reimbursement for POV mileage must correspond to the current posted GSA rate at www.gsa.gov/mileage.
- Rates of reimbursement for meals and incidental expenses (M&IE) will correspond to the current rates posted on the GSA website at www.gsa.gov/perdiem. The location of the incident determines the maximum per diem reimbursement rate. First and last day reimbursements will be made at 75% of the applicable M&IE rate, and all days must be adjusted for meals furnished to the casual by the Government. (See the above tables for examples calculating first and last day when meals are provided.)
- When meals are available, such as from a caterer, they are deducted whether consumed or not.

Casuals will document daily POV mileage on the Crew Time Report. Reimbursable miles driven during the assignment should be posted to appropriate calendar dates. Return mileage will be posted to the last date of the assignment at the same number of miles as arrival UNLESS the casual is reassigned to a different incident. If the casual is not reassigned and plans to deviate from the previous travel route, reimbursement will be made at the same number of miles as for arrival. The return mileage will be documented on the casual's final Crew Time Report. If necessary, miles can be determined using MapQuest or other mapping software.

Incidental expenses can be posted as an individual entry for each calendar date, or as a lump sum.

When I-Suite is used to create the payment document, the TIME Unit or local office will utilize the TIME Module to post adjustments for each of the items above as appropriate.

Scenario #1 – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals

POV Mileage

Date: Actual date the mileage occurred
Categories: Travel-Add
Commodity: Mileage #miles @rate using current GSA rate, e.g., MILEAGE 100 @ .51
Amount: Enter the dollar amount, e.g., 51.00

Per Diem

Date: First or last date of assignment
Categories: Travel-Add
Commodity: Enter first day per diem, e.g., FIRST DAY PER DIEM
Amount: Enter per diem rate, e.g., 11.50

Or

Commodity: Enter last day per diem, e.g., LAST DAY PER DIEM
Amount: Enter per diem rate, e.g., 27.50

Incidentals

(Post a Range of Days)

Date: Enter date of posting
Categories: Travel-Add
Commodity: Enter incidental start date – end date, e.g., INCIDENTAL 3/02/12 – 3/09/12
Amount: Enter total dollar amount using current GSA incidental rate, e.g., 40.00

BEAR, SMOKEY | Checked-In Add Adjustments

* Activity Date: / / * Categories: * Commodity: * Amount: * Accounting Code: P5AAAA Save

Activity Date	Category	Commodity	Amount	Accounting Code
3/1/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA
3/1/2012	Travel-Add	FIRST DAY PER DIEM	-\$11.50	P5AAAA
3/9/2012	Travel-Add	INCIDENTAL 3/02/11 - 3/09/11	-\$40.00	P5AAAA
3/10/2012	Travel-Add	LAST DAY PER DIEM	-\$27.50	P5AAAA
3/10/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA

-\$181.00

Close Edit Clear

Note: Addition adjustment amounts will be displayed as negative numbers in the grid.

(Post each day of entitlement)
 Date: Enter date of entitlement
 Categories: Travel-Add
 Commodity: Enter incidental, e.g., INCIDENTAL
 Amount: Enter current GSA incidental rate, e.g., 5.00

BEAR, SMOKEY | Checked-In Add Adjustments

* Activity Date: / / * Categories: * Commodity: * Amount: * Accounting Code: P5AAAA Save

Activity Date	Category	Commodity	Amount	Accounting Code
3/1/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA
3/1/2012	Travel-Add	FIRST DAY PER DIEM	-\$11.50	P5AAAA
3/2/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/3/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/4/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/5/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/6/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/7/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/8/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/9/2012	Travel-Add	INCIDENTAL	-\$5.00	P5AAAA
3/10/2012	Travel-Add	LAST DAY PER DIEM	-\$27.50	P5AAAA
3/10/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA

-\$181.00

Close Edit Clear

Note: Addition adjustment amounts will be displayed as negative numbers in the grid.

Scenario #2 – Assignment with Mileage & No Meals Provided

Per Diem (includes daily incidentals)

Date: First or last date of assignment
 Categories: Travel-Add
 Commodity: Enter first or last day per diem, e.g. FIRST DAY PER DIEM
 Amount: Enter current GSA per diem rate at 75%, e.g., 34.50

Date: Enter date of posting
 Categories: Travel-Add
 Commodity: Enter range of full per diem dates, e.g., PER DIEM 03/02/12 – 03/09/12
 Amount: Enter total dollar amount using current GSA per diem rate, e.g., 368.00

BEAR, SMOKEY | Checked-In Add Adjustments

* Activity Date	* Categories	Commodity	* Amount	* Accounting Code
				P5AAAA
3/1/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA
3/1/2012	Travel-Add	FIRST DAY PER DIEM	-\$34.50	P5AAAA
3/9/2012	Travel-Add	PER DIEM 03/02/11 - 03/09/11	-\$368.00	P5AAAA
3/10/2012	Travel-Add	LAST DAY PER DIEM	-\$34.50	P5AAAA
3/10/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA

Total: -\$539.00

Buttons: Close, Edit, Clear, Save

Note: Addition adjustment amounts will be displayed as negative numbers in the grid.

When I-Suite is NOT used to record time and adjustments for a casual the hard copy form OF-288 should be completed to include reimbursement for these expenses in the “Commissary Record” section. Strikethrough the title “Commissary Record” and notate “Travel Reimbursement”.

Scenario #1 – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals

Travel Reimbursement Commissary Record		
Date	Item	Amount
3/01/2012	POV Mileage 100 miles @ .51	\$51.00
3/01/2012	First Day Per Diem	\$11.50
3/10/2012	Incidentals 3/02 – 3/09/2012	\$40.00
3/10/2012	Last Day Per Diem	\$27.50
3/10/2012	POV Mileage 100 miles @ .51	\$51.00
TOTAL		\$181.00

Scenario #2 – Assignment with No Meals Provided

Travel Reimbursement Commissary Record		
Date	Item	Amount
3/01/2012	POV Mileage 100 miles @ .51	\$51.00
3/01/2012	First Day Per Diem	\$34.50
3/10/2012	Per Diem 3/02 – 3/09/2012	\$368.00
3/10/2012	Last Day Per Diem	\$34.50
3/10/2012	POV Mileage 100 miles @ .51	\$51.00
TOTAL		\$539.00

Processing Travel When Receipts Are Required

If travel reimbursement was not included by the IMT on the original OF-288, upon return or completion of assignment, hiring units will be responsible for processing travel for casuals using GovTrip or the OF-288. IMTs will continue to submit all OF-288s for FS casuals direct from the incident to ASC-IF for salary payments. Travel reimbursement will be made as a supplement upon return to the hiring unit and submitted to ASC-IF or processed through the GovTrip system.

Per Diem, Incidentals, POV Mileage, Misc Transportation and/or Lodging

When a casual incurs any of the expense categories that require a receipt and meet the criteria on page one, the reimbursement may be made utilizing the Emergency Firefighter Time Report, OF-288. This

process can also apply when other travel costs were incurred (such as a rental vehicle) but paid by a purchasing official or other procurement process such as an Incident Blanket Purchase Agreement (I-BPA) or Emergency Equipment Rental Agreement (EERA).

Casuals will document daily POV mileage on the Crew Time Report (CTR). Reimbursable miles driven during the assignment should be posted to appropriate calendar dates on the OF-288. Return mileage will be posted to the last date of the assignment at the same number of miles as arrival UNLESS the casual was reassigned to a different incident. If the casual is not reassigned and plans to deviate from the previous travel route, reimbursement will be made at the same number of miles as for arrival. The return mileage will be documented on the casual's final CTR. If necessary, miles can be determined using MapQuest or other mapping software.

Daily incidental expenses can be posted as an individual entry for each calendar date, or as a lump sum.

*****NOTE: All expenses, except for meals, require receipts (lodging, misc transportation costs, etc.) and must be attached to the OF-288 when submitted to ASC-IF.**

When I-Suite is used by the hiring unit to create the payment document the local office will utilize the TIME Module to post adjustments for each of the items above as appropriate. The following guidelines apply:

Scenario – Assignment with Mileage, Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided.)

Per Diem

Date: First or last date of assignment
Categories: Travel-Add
Commodity: Enter first or last day meals, e.g. FIRST DAY PER DIEM
Amount: Enter current GSA per diem rate at 75%, e.g., 34.50

Date: Enter date of posting
Categories: Travel-Add
Commodity: Enter range of full per diem dates, e.g., PER DIEM 03/02/12 – 03/09/12
Amount: Enter total dollar amount using current GSA per diem rate, e.g., 368.00

Lodging

Date: Enter date of posting
Categories: Travel-Add
Commodity: Enter range of lodging expenses,
e.g., LODGING 03/01/12 – 03/09/12
Amount: Enter total dollar amount, e.g., 702.00* (using \$70.00 & \$8.00 tax per night as example)
****Ensure lodging rate falls within allowable amount based on per diem location**

BEAR, SMOKEY | Checked-In Add Adjustments

* Activity Date: / / * Categories: * Commodity: * Amount: * Accounting Code: P5AAAA

Note: Addition adjustment amounts will be displayed as negative numbers in the grid.

Activity Date	Category	Commodity	Amount	Accounting Code
3/1/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA
3/1/2012	Travel-Add	FIRST DAY PER DIEM	-\$34.50	P5AAAA
3/9/2012	Travel-Add	PER DIEM 03/02/11 - 03/09/11	-\$368.00	P5AAAA
3/9/2012	Travel-Add	LAST DAY PER DIEM	-\$34.50	P5AAAA
3/10/2012	Travel-Add	LODGING 03/01/11 - 03/09/11	-\$702.00	P5AAAA
3/10/2012	Travel-Add	MILEAGE 100 @ .51	-\$51.00	P5AAAA

-\$1,241.00

When I-Suite is NOT used to record time and adjustments for a casual the hard copy form OF-288 should be completed to include reimbursement for these expenses in the “Commissary Record” section. Strikethrough the title “Commissary Record” and notate “Travel Reimbursement”.

If the original OF-288 was sent directly from the incident to ASC-IF for the salary payment, the casual’s copy of the original timesheet will be used to prepare a supplemental for travel reimbursement. On the copy write “Travel Supplement” across the top and add the travel reimbursement as outlined below.

Scenario – Assignment with Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided)

Travel Reimbursement Commissary Record		
Date	Item	Amount
3/01/2012	POV Mileage 100 miles @ .51	\$51.00
3/01/2012	First Day Per Diem	\$34.50
3/10/2012	Per Diem 3/02 – 3/09/2012	\$368.00
3/10/2012	Last Day Per Diem	\$34.50
3/10/2012	Lodging 3/01 – 3/09/2012	\$702.00
3/10/2012	POV Mileage 100 miles @ .51	\$51.00
TOTAL		\$1241.00