

## **Implementation Plan for Travel Expense's Incurred by Casuals**

In 2009 the process for payment and reimbursement of travel expenses for casuals hired under the Forest Service Administratively Determined (AD) Pay Plan will change. The type of expenses incurred will determine how the employee will be reimbursed for travel costs. The reimbursement for casual travel is as follows:

### **1. Incidental and/or Privately Owned Vehicle (POV) Mileage Expenses Only**

When a casual incurs ONLY incidental expenses, baggage fees, parking fees, and/or POV mileage, the 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 a rental vehicle) but paid by a purchasing official.

Incidental expenses, baggage, parking and POV mileage reimbursements will be documented by the IMT or the home unit, depending on who is posting time and submitting the final OF-288 for payment. **If incidental expenses, baggage fees, parking fees and/or POV mileage are the only travel expenses incurred by the casual, reimbursement processed through the OF-288 is mandatory.**

- POV mileage will be paid at the rate stated in the current version of the AD Pay Plan.
- An allowance for meals at a rate of \$18.00 will be paid for the first and last day. No reduction or addition for meals should be made.
- Incidental expenses will be paid at a rate of \$3.00 per day from the first through the last day of travel status. No reduction should be made to the first or last day of the Incidental expenses rate.
- Actual baggage and parking expenses will be posted to the OF-288 by the home unit upon the casual's return from the incident. The casual will provide the home unit with receipts documenting the expenditure.

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.

Implementation Plan for Reimbursement of Travel on OF-288

March 13, 2009 Updated June 26, 2009

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.

When adjustments are posted, the following guidelines apply:

**POV Mileage**

- Date: Actual date the mileage occurred
- Categories: Travel
- Commodity: Mileage # miles @ rate e.g., MILEAGE 100 @ .55
- Amount: Enter the dollar amount preceded by a minus (-) sign e.g. -55.00

**Meals**

- Date: First or last date of assignment
- Categories: Travel
- Commodity: Enter First or Last Day meals i e.g., FIRST DAY MEALS
- Amount: Enter \$18.00 preceded by a minus (-) sign e.g. -18.00

**Incidental Expense**

(Post a Range of Days)

- Date: Enter date of posting
- Categories: Travel
- Commodity: Enter Incidental Start Date – End Date e.g., INCIDENTAL 3/01/09 – 03/10/09
- Amount: Enter total dollar amount, preceded by a minus (-) sign e.g. -30.00

(Post each day of entitlement)

- Date: Enter date of entitlement
- Categories: Travel
- Commodity: Enter Incidental e.g., INCIDENTAL
- Amount: Enter \$3.00 preceded by a minus (-) sign e.g. -3.00

* Activity Date	* Categories	Commodity	* Amount	* Accounting Code
3/1/2009	Travel	MILEAGE 100 MILES @ .55	(\$55.00)	P11111
3/1/2009	Travel	FIRST DAY MEALS	(\$18.00)	P11111
3/10/2009	Travel	INCIDENTAL 3/1/09-3/10/09	(\$30.00)	P11111
3/10/2009	Travel	LAST DAY MEALS	(\$18.00)	P11111
3/10/2009	Travel	MILEAGE 100 MILES @ .55	(\$55.00)	P11111

NOTE: To post additions, use a negative sign in front of the Purchase Amount -25.95

\$176.00

Instructions for posting adjustments are located in the I-Suite TIME User Guide, Chapter 8.

I-Suite Support Website: User Support – Unit 7: TIME – Chapter 8 Posting Time Adjustments

[http://isuite.nwcg.gov/User\\_Support/User\\_Guides\\_8.01.00/I-Suite%208.01.00%20Time%20User%20Guide.pdf](http://isuite.nwcg.gov/User_Support/User_Guides_8.01.00/I-Suite%208.01.00%20Time%20User%20Guide.pdf)

**Reminder: This is an addition to the salary payment so posting will require a minus (-) sign in front of the dollar amount.**

**Baggage and parking:** The home unit will process baggage and parking expenses incurred by the casual. The casual will provide the home unit with a copy of the OF-288 from the incident and receipts showing expenditures for baggage and parking. The home unit will append the copy of the OF-288 with pen & ink addition to the expenditure section of the OF-288, and mail to ASC-IF for processing. Depending on the timing of ASC-IF receiving the amended OF-288, the casual may receive a separate payment for the additional expenses.

**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 three categories under the “Commissary Record” section as an addition (minus -). A minus is necessary because the commissary block is generally used for deductions to salary, whereas travel is an addition to the salary payment. Due to space limitations incidental expenses for multiple days of mileage may be entered as a lump sum.

#### Commissary Record

Date	Item	Amount
3/10/2009	Mileage 3/1` through 3/10 100 miles at .55 /mile	\$-55.00
3/10/2009	First and Last Day Meals @18.00/day	\$-36.00
3/10/2009	Incidental Expenses 3/1-3/10 @3.00/day	\$-30.00
<b>TOTAL</b>		<b>\$-121.00</b>

## 2. Other Travel Expenses (i.e. lodging, car rental, etc.)

When a casual has reimbursable expenses **in addition** to POV mileage, incidental expenses, parking and baggage, upon return from an assignment they will provide receipts and a copy of their OF-288 to the local hiring unit. The local hiring unit will complete a Travel Voucher using agency procedures and **excluding** those expenses paid via the OF-288. The OF-288 is included as a receipt attachment to the voucher to prevent double payment of expenses.

Implementation Plan for Reimbursement of Travel on OF-288

March 13, 2009 Updated June 26, 2009

Casuals who incur lodging or other travel expenses not reimbursable on the OF-288 will follow the hiring agency procedures for reimbursement upon return to the hiring unit. No costs will be reimbursed on the OF-288.

<b>Casual Travel Reimbursement on OF-288</b>				
<b>Day of Assignment</b>	<b>POV Mileage</b>	<b>Meals</b>	<b>Incidental Expenses</b>	<b>Baggage / Parking</b>
Day 1 – Travel	<ul style="list-style-type: none"> <li>▪ Document on CTR</li> <li>▪ Rate in current pay plan</li> </ul>	\$18.00	\$3.00	Not applicable
On Assignment	<ul style="list-style-type: none"> <li>▪ Document on CTR</li> <li>▪ Rate in current pay plan</li> </ul>	Not applicable	\$3.00 / day	Not applicable
Last Day – Travel	<ul style="list-style-type: none"> <li>▪ Document on CTR</li> <li>▪ Rate in current pay plan</li> </ul>	\$18.00	\$3.00	Not applicable
Return Home	Not Applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>▪ Home Unit Document on copy OF-288 the casual brings back from the incident.</li> <li>▪ Rate is actual cost incurred, receipt required for payment</li> <li>▪ Receipts are maintained by the home unit</li> </ul>