

**Forest Service Incident Travel
AD Casual Hire Reimbursement
Incidentals and/or POV Mileage Expenses Only**

FUNCTIONAL AREA: Incident Business Travel
PROCESS: Incident Travel Authorization and Expense Reimbursement
SUB-PROCESS: Incidental Travel Expense Reimbursement
TASK: Reimburse Administratively Determined (AD) Casual Hires for Incidentals and POV Mileage Expenses
PRIMARY PROCEDURE OWNER: Local Hiring Unit/Dispatch Office
SECONDARY PROCEDURE OWNER: Albuquerque Service Center
ADDITIONAL PROCEDURE OWNER:
LAST REVISED DATE: February 13, 2009
EFFECTIVE DATE: February 13, 2009
SUPPORTING DOCUMENTS: Form OF-288 Firefighter Time Report
Form FS Incident Travel Fax

Procedure Overview

The following procedure is to be followed by the Local Hiring Unit responsible for an Administratively Determined (AD) Casual Hire. The purpose of the procedure is to book transportation and reimburse the daily incidental travel expense incurred by the AD Casual Hire.

Responsibility

Procedure

Dispatch Unit

1. Process request to dispatch resources to an incident.
2. The Dispatch office submits FS Incident Travel Fax form to Travel Management Center and ASC Travel Staff. All transportation costs are charged to the appropriate Incident Centrally Billed Account.

Travel Management Center

3. Book and ticket travel arrangements.

ASC Travel Staff

4. Create obligation in FFIS.

AD Casual

5. Travels to and returns from incident (no other expenses are incurred).

Local Hiring Unit or IMT (office processing final timesheet)

6. Upon Return from incident, Local Hiring Unit completes Optional Form (OF) – 288 Firefighter Time Report to include reimbursement for incidentals and/or POV mileage.
7. Submit OF-288 to the Albuquerque Service Center Incident Finance Branch for processing.

ASC – Incident Finance Branch AD Casual

8. Processes OF-288 for payment.
9. Receive Reimbursement.
10. End of Procedure.