

**Forest Service Incident Travel  
AD Casual Hire Reimbursement  
Other Travel Expenses (i.e., lodging, car rental, etc.)**

**FUNCTIONAL AREA:** Incident Business Travel  
**PROCESS:** Incident Travel Authorization and Expense Reimbursement  
**SUB-PROCESS:** AD Casual Other Travel Expense Reimbursement  
**TASK:** Reimburse Administratively Determined (AD) Casual Hires for Other Travel Expenses  
**PRIMARY PROCEDURE OWNER:** Local Hiring Unit/Dispatch Office  
**SECONDARY PROCEDURE OWNER:** Albuquerque Service Center GovTrip/Travel Branch  
**ADDITIONAL PROCEDURE OWNER:**  
**LAST REVISED DATE:** February 13, 2009  
**EFFECTIVE DATE:** February 13, 2009  
**SUPPORTING DOCUMENTS:** Form OF-288 Firefighter Time Report  
Form FS-6500-214 Financial Information Security Request Form  
Form FS-6500-231 Vendor Code Information Worksheet  
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 timely create GovTrip profiles for AD casuals, establish the authorization, as well as reimburse other travel expenses as incurred by the AD Casual Hire. Examples of other expenses include lodging, car rental, parking, etc.

**Responsibility**

**Procedure**

**Local Hiring Unit for  
AD Casual Hire**

1. Hire an AD Casual to perform work for the incident.  
***AD Casual is expected to travel and incur expenses other than incidentals and/or POV mileage.***
2. Submit form FS-6500-214 to the Albuquerque Service Center (ASC) to create a GovTrip profile.
3. Submit form FS-6500-231 to the ASC to add the resource to the Foundation Financial Information System (FFIS) Vendor (VEND) table.

**Albuquerque Service  
Center - GovTrip**

4. Create a GovTrip Profile based on form FS-6500-214
5. Submit request via FFIS PVND table based on form FS 6500-231.

**National Finance  
Center (NFC)**

6. Add casual to FFIS VEND Table.

**Local Hiring Unit or  
Albuquerque Service**

7. Create an open authorization for AD casual if it is anticipated that the casual will be dispatched to several incidents within the

**Center GovTrip  
Branch**

fiscal year.

*Note:* Albuquerque Service Center is available to assist in the entering of authorizations if the Local Hiring Unit does not have available resources to do so.

**Local Approving  
Official**

8. Approve Open Authorization.

**Dispatch Office**

9. Process request to dispatch resources to an incident.  
10. Submit 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 (CBA).***

**Travel Management  
Center**

11. Book and ticket travel arrangements.

**ASC-Travel Staff**

12. Create obligation in FFIS.

**Local Hiring Unit or  
ASC – GovTrip Branch**

13. Create a Trip by Trip authorization in GovTrip for all anticipated reimbursable expenses excluding transportation costs charged to the Incident CBA account.

*Note:* Note: Albuquerque Service Center is available to assist in the entering of authorizations if the Local Hiring Unit does not have available resources to do so.

**AD Casual**

14. Travels to incident and incurs other travel related expenses (i.e. lodging, car rental, etc).

15. Provides copy of OF-288, and supporting receipts to local hiring unit to be uploaded and attached to the GovTrip travel voucher.

*Note:* OF-288 will serve as control point to ensure that AD casual doesn't receive duplicate payment of incidental expenses.

**Local Hiring Unit**

16. Upon return from incident, create travel voucher for all reimbursable expenses not already paid on the OF-288. .

***Do not include transportation costs charged to the Incident CBA account.***

**Local Approving  
Official**

17. Approve travel voucher.

**AD Casual**

18. Receive reimbursement.

19. End of procedure.