

Incident Travel

AD Casual Hires

Reimbursement Type	Reimbursement Method	
Incidental (\$3/Day) and POV mileage	OF-288 Firefighter Time Report <i>(process under development will be available with the release of the AD Pay Plan (March 2009))</i>	
Airfare and Incidentals and/or POV mileage	Airfare	Charge to Incident CBA
	Incidentals	OF-288 Firefighter Time Report
	POV Mileage	OF-288 Firefighter Time Report
Airfare and TDY Expenses (lodging, car rental, etc.)	Airfare	Charge to Incident CBA
	Incidentals	OF-288 Firefighter Time Report
	POV Mileage	OF-288 Firefighter Time Report
	Other TDY	GovTrip

FS Employees (Permanent and Temporary)

Arrangements Made by	Reimbursement Type	Reimbursement Method
Dispatch Center	Airfare	Charged to Incident CBA
	Other TDY Expenses	GovTrip
Traveler	Airfare	Travelers IBA
	Other TDY Expenses	GovTrip

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Helpful Information

Incident Centrally Billed Accounts (CBA)

- Established only for Incident-related activities (i.e. Fire/FEMA)
- Outside of the GovTrip environment
- Only Dispatch Centers are authorized to charge to these accounts
- Reconciliation and payment of the CBA remains a manual process
- Transportation tickets SHOULD NOT be reflected on the travel vouchers

General Centrally Billed Accounts (CBA)

- Only two accounts established for the Forest Service
 1. **SATO**: R/S/A Units 1, 2, 3, 8, 9, 10, 11, 12, 16, 22, 24, 27, 33
 2. **Manassas (MTI)**: R/S/A Units 4, 5, 6, 13, 23, 26
- Available only in the GovTrip environment
- Used by FS employees who do not have an IBA account
- Must be included on the travel vouchers, coded as “GOV CC”
- Must ensure sure proper job code is used when preparing travel vouchers

Individually Billed Accounts (IBA)

- US Bank travel charge accounts issued to individual employees
- Used to charge travel arrangements and other TDY expenses
- Available in the GovTrip environment
- Must ensure proper coding in GovTrip to receive reimbursement

GovTrip Requirements

- AD Casual Hires airfare must be charged to the Incident CBA
- Incidental costs and POV mileage will be reimbursed only through the OF-288 Firefighter Time Report
(Please note: This process is under development and is expected to be released in March with AD Pay Plan)
- AD Casual Hires *not expected to incur* other TDY travel expenses *DO NOT* need to be established in the GovTrip
- AD Casual Hires *expecting to incur* TDY costs, other than incidentals, POV mileage and airfare, *MUST* be established in FFIS vendor table and GovTrip System. The following documents must be completed by the Field Units and submitted to the ASC B&F GovTrip Branch:
 - Financial Information Security Request Form (FS-6500-214) – this establishes the Routing List in the GovTrip environment
 - Vendor Code Information Worksheet (FS-6500-231) – this establishes the FFIS vendor record to allow AD Casual Hires s to receive payment.
- AD Casual Hires *expecting to travel and incur other TDY travel expenses during the year*, should have an *Open* travel authorization created in GovTrip

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GovTrip Requirements - continued

- All incident travel must be coded MISSION CRITICAL as the purpose of travel
- Forest Service employees, traveling on incident business are encouraged to create open travel authorizations annually
- Open authorizations should be established specifically for Incident Travel and should not be co-mingled with other previously established authorizations

Forms

FS-6500-214 Financial Information Security Request Form
 FS-6500-231 Vendor Code Information Worksheet *
 OF-288 Firefighter Time Report
 Forest Service Incident Travel Fax Form

* Form SF-1199a does not meet the needs of all AD casuals. Form FS-6500-231 is required annually to ensure the FFIS VEND table has the most up-to-date information for payments to the AD casuals.

Contact Information

Forest Service Assistance			
GovTrip	1-877-372-7248, Option 3		
Other Travel Related Questions, Centrally Billed Account Assistance, or issues with US Bank, SATO, or MTI	1-877-372-7248, Option 1		
Contractor/Vendor Direct Numbers			
US Bank – 24/7 – Individually Billed Accounts	1-888-994-6722		
SATO Travel	Voice – 24/7	1-877-856-1059	
	Fax	1-866-457-4977	
Manassas Travel (MTI)	Between 6 AM and 6 PM	Voice	1-877-381-3473
		Fax	1-801-281-3567
	Between 6 PM and 6 AM	Voice	1-888-818-1975
		Fax	1-888-818-1975