

MEALS, LODGING, AND TRAVEL

Meals

Agency-provided subsistence is the default method for providing meals and lodging for personnel on DOF incident assignments. Subsistence on an incident may be provided as follows:

- Meals in camps or dining halls
- Catered meals
- Fresh food boxes
- MREs
- Meal coupons

Deviations from state-sponsored subsistence, such as authorized meal allowances or the use of individual government credit cards, are the exception. Exceptions to State of Alaska-sponsored subsistence must be pre-approved by the ordering office management and noted on the Resource Order. Personnel may not claim meal allowances without required approval.

Personnel assigned to fire support activities at their established duty stations are responsible for providing their own meals. In extreme circumstances, the Area FMO may authorize written exceptions.

Lodging

Personnel may be required to:

- Camp on-site at an incident
- Stay in field quarters
- Stay in provided facilities

Solicitation for Meals and Lodging

Prior to the fire season, and periodically if needed, each Area office shall contact local vendors soliciting meal and lodging services for incident personnel. Fairbanks vendors are solicited by the Regional Office Accounting Tech. The Area office completes the header information for the Forestry Meal Program Packet and/or the Forestry Lodging Program Packet and mails them to their local vendors. Offers are requested from as many potential vendors as possible to assure equal opportunity. Each interested vendor completes the appropriate Vendor Information Packet and returns it to the Area Office. Each Area office compiles a list of restaurant, grocery and hotel vendors who have responded. The Area office provides copies of signed Meal and Lodging offers to the State Logistics Center.

Meal Coupons

Meal coupons are a numbered, secured, warehouse-cataloged stores item. Coupons are ordered as a supply item on a Resource Order. Area and Regional offices are responsible for keeping meal coupons and the “dollar amount” stamp used in a secure location.

Only those with delegated authority from the Regional Admin Officer or Area Admins will issue and approve meal coupons. When meal coupons are issued, an entry is made on the Meal Coupon Log, (see supplement).

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If the vendor accepts DOF meal coupons, and the meal selected cost exceeds the established meal rate, the individual using the meal coupon is responsible for paying the difference directly to the vendor.

If the vendor accepts DOF meal coupons and the meal selected cost is lower than the established rate, no change is due to the individual.

Tax, gratuities, alcoholic beverages, and non-food items are excluded from purchase with a meal coupon.

Completing Meal coupons

- Meal coupons are issued by authorized personnel
- Dollar amounts are stamped on the face of the coupon
- The appropriate meal and dollar amount is circled
- Cross out the other meal amounts with an X
- The date of use, user's name and charge code are entered in the appropriate blanks
- The user's Resource Order number or tail number and incident number are entered along the top of the coupon
- The information from the coupon is entered in the meal coupon log, (see supplement)
- The person issuing the coupon must sign the coupon

Using Meal coupons for Resource-Ordered Incident Personnel

- Used only on date authorized on the meal coupon
- Redeemable only at participating vendors
- Meal coupons are issued for one meal
- Meal coupons are issued for one user
- Meal coupons must be used in the DOF Area where issued
- Meal coupons cannot be used in the employee's home unit
- Meal coupons cannot be used for non-food items, taxes, tips, alcoholic beverages
- Any exceptions must be approved by the Area/Regional Forester

Resource-ordered incident personnel are eligible for a subsistence meal when they are away from their normal duty station for more than three consecutive hours during established meal periods.

Meal periods and allowable meal rates are as follows:

<u>MEAL</u>	<u>FROM</u>		<u>TO</u>	<u>AMOUNT</u>
Breakfast	0001	to	1000	\$12
Lunch	1001	to	1500	\$16
Dinner	1501	to	2400	\$22

Breakfast, lunch and dinner maximum amounts remain constant with a daily total of \$50 per person. Coupons are only valid on the date shown on the coupon face.

Processing Meal Coupons for Payment

The vendor will be paid for the face value of each original meal coupon returned for payment and accompanied by an invoice. If the vendor cannot provide a preprinted invoice, a completed copy of the “Forestry Meal Program Billing Form” can be used. Refer to the Forestry Meal Program Packet, Instructions to Vendors Providing Meals to State Employees and the Forestry Meal Program Billing Form.

The original invoice and accompanying meal coupons are assessed for appropriate and accurate charges against those documented in the meal log. The invoice is then coded, initial approval is made, if within the area admin Delegation of Authority, the coded invoice can be scanned to dnr.jnu.ap.invoices@alaska.gov for payment to be made. If over the amount of \$10,000.00, the invoice is sent to the Regional office for final payment approval. If the Forestry form is used rather than a vendor invoice, an invoice number must be created and placed on the form.

Sack Lunches

Sack Lunch requirements are outlined in the DOF Meal Program packet sent to vendors soliciting their participation. Sack Lunches are requested on a Resource Order as a supply item. Vendors are paid a standard rate for each sack lunch provided. Vendors submit the number of sack lunches they have provided on the “Forestry Meal Program Billing Form” for payment.

Alternate Billings

Contract meals are paid at the standard rate of \$12.00 for breakfast, \$16.00 for lunch and \$22.00 for dinner. Contract meals may include buffet service, limited or regular restaurant menu items or specific meals for groups at an agreed upon rate. Contract meals are requested on a Resource Order as a “Service” supply item.

Vendors must provide the DOF “Diner Sign-In Sheet” provided in the Meal Agreement Packet or a similar list of names with date of meals served and appropriate Resource Order number and charge code information when they submit their invoice. Vendors can also use the “Forestry Meal Program Billing Form” with the attached “Diner Sign-In Sheet” in lieu of an invoice for payment.

Catered Incident Meals

Once incident personnel numbers reach 150 and are expected to remain at that level or higher for three days or more, the State may choose to contract with a Mobile Food Service Unit to provide hot meals at the incident at rates in accordance with the individual contract.

Processing Non-Coupon Meal Invoices for Payment

The routing for paying meal invoices for meals other than those purchased with meal coupons is the same as that for meal coupons; however, the backup documentation will be one of the following:

- Diner sign-in sheet
- List of Names with Resource Order number and function code
- Crew manifest with Resource Order number and function code
- Written explanation of why the meal is being charged to the incident with Resource Order number and function code
- Notation: “Number of meals/sack lunches based on IAP”

Lodging

Locally designated personnel in Dispatch, SLC or Admin call one of the participating lodging vendors and make reservations for required lodging. Lodging vendors participating in the Forestry Lodging Program will be used whenever possible. When lodging is procured, an entry is made on the Lodging Log, (see supplement).

The lodging invoice must contain the following:

- Guest's name
- Hotel address and phone number
- Check-in and check-out dates
- Total amount due

Amounts in excess of the agreed-upon room rate, such as for phone calls, movies, room service or tips must be paid directly to the vendor by the employee. Reimbursement for work-related charges can be claimed on a TA. The original invoice is sent to the ordering Area or Regional office for verification, coding and to be reconciled with the Lodging Log. Required documentation on the lodging invoice includes at least one of the following:

- The Resource Order number and function code
- Aircraft tail number
- An explanation of who/what the invoice is for (e.g., Regional staff attending fire in-briefing or closeout)

Suppression meal and lodging invoices not a part of a TA are processed within the area, if the amount is within the area admin's Delegation of Authority the invoices will be coded and submitted to dnr.jnu.ap.invoices@alaska.gov, if over \$10,000.00 invoices are prepared, signed by the area FMO and sent to the Admin Officer to be approved and submitted.

Travel

Travel for resource-ordered personnel is handled by the appropriate dispatch office (or their designee). The individual's dispatch office (for mobilization) and the dispatch office handling the incident (for demobilization) coordinate travel details (i.e., meals, lodging, transportation, etc.).

Approval for a rental vehicle, cell phone or other job-specific equipment, if required, must be documented on the Resource Order. Additional rental car insurance coverage should not be purchased if rental was initiated by individual's dispatch office. The cost will not be reimbursed to the employee. Individuals will not be reimbursed for rental vehicles if they elect to obtain a rental vehicle that is not authorized on their Resource Order.

No travel advances or reimbursement for meals will be allowed when agency-provided subsistence is available. DOF provides subsistence for all resource ordered individuals. Exceptions must be approved by the ordering office. Other agencies have their own policies regarding subsistence and may presume certain positions (e.g. dispatchers and aviation resources) are self-sufficient or may provide only partial subsistence without notation on the Resource Order.

Deviation from direct returns after release from an assignment requires pre-approval from the employee's supervisor.

Any additional expense associated with travel interruption or deviation from provided travel, including compensation for travel time for employee convenience, will be borne by the employee. The employee must return their rental car, if applicable, and arrange their own ground transportation.

Home units must be contacted immediately by the DOF employee on return from assignment. **All travel documentation is to be submitted within five (5) days upon return from assignment.** Travel Authorization form (TA) documentation must be of sufficient detail with items such as times, locations, itineraries, explanation of changes, Resource Orders, and leave slips to accurately process the reimbursement claim (see new TA form, page 6). Extenuating circumstances and travel delays/deviations should be explained in the body of the TA or on an accompanying attachment.

Employees need to retain all pertinent information related to travel and assignment including:

- Original lodging receipts, (a receipt showing payment was made by the traveler), if lodging is not provided by the requesting agency
- Boarding passes, travel itineraries, ticket receipts, extra baggage fee, etc.
- Record of departures and arrivals by nearest town to the incident during travel
- Travel times, route changes, locations and timing during travel, mode of transportation
- Time accounting records, including documentation of mandatory day off
- Original receipts for all incidental expenses (taxi, fuel, etc.)
- Meals not subsisted
- Resource Order

Reimbursement for Eligible Travel Expenses

The Travel Authorization (TA) form, Resource Order with appropriate signed receipts attached, is submitted through the employee's home unit to request reimbursement for eligible out-of-pocket costs incurred during mobilization, demobilization and before or after being subsisted.

Reimbursement is not allowed for those portions of any assignment when the agency subsists incident personnel and/or the employee elects to obtain his/her own meals and/or lodging.

DOF Employee Compensable Travel: On the days of departure and return, the traveler receives 75% of the applicable per diem rate.

Vehicle Rentals: Authorization for employees to rent vehicles, while on assignment, must be documented on the Resource Order. If a rental vehicle is approved, always decline extra insurance coverage. Failure to do so will result in the employee bearing any charges for insurance.

Travel Interruptions or Deviation for Employee Convenience: Travel must be via the most direct route to the employee's nearest jetport. Any deviation in travel from assignment requires supervisor pre-approval. Any additional time or expense resulting from an interruption or deviation for an employee's convenience shall be borne solely by the employee.

Web address for travel: The DOA travel and moving policy and procedures manual is located at <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

Per diem rates in the Lower 48: located at <http://www.gsa.gov/portal/content/104877> then select, "Per Diem Rates."

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TRAVEL AUTHORIZATION AND EXPENSE REPORT		STATE OF ALASKA		TRAVEL AUTH NO.	EMP NO.	VN CUST NUM						
				FORNRXX-XXXX	123123	PVNDXXXX						
TRAVEL AUTHORIZATION												
NAME OF TRAVELER JUSTIN TIME			TITLE WFRT II		AGENCY Natural Resources (10)							
DIVISION FORESTRY		BARGAINING UNIT ASEA General Government (GGU)		DUTY STATION DELTA		NORMAL WORK SCHEDULE (DOT ONLY)						
PHYSICAL HOME ADDRESS 123 THIRD STREET			CITY DELTA JUNCTION		STATE AK	ZIP CODE 99737						
PURPOSE RESOURCE ORDERED FIRE ASSIGNMENT TO SALMON ID												
OF TRIP												
TOTAL NOT TO EXCEED		REQUEST INCLUDES PERSONAL TRAVEL		DATE BEGINS	DATE ENDS	STATE AUTH AIRFARE						
ITINERARY												
FROM DELTA			DEPARTURE DATE 05/30/2017		TO (DESTINATION) SALMON, ID							
RETURN DATE 06/04/2017												
FINANCIAL CODING	TEMP	FUND	UNIT	AR UNIT	TASK	FUNCTION	MAJOR PRGM	PROGRAM	BFY	DATES/%	REQUEST INCLUDES	
	NTF001		4360	103101004	F001	73652XX000			17	100%		
											Yes Actuals	
											No Travel Advance	
APPROVAL TO TRAVEL		DIVISION (IN-STATE)		DATE	DEPT (OUT-OF-STATE)		DATE	GOV (INTERNATIONAL)				DATE
		RESOURCE ORDERED #xx		06/15/2017								
EXPENSE REPORT												
ACTUAL TRAVEL, PER DIEM, AND REIMBURSABLE EXPENSES (NO PCARD CHARGES)												
DATE	EXPLANATION		MEALS PROV	FACILITY	# OF MILES	SURFACE TRANS MILEAGE	OTHER	PER DIEM		OTHER		
05/30/2017	Dpt Delta 2:00pm, SOV, Arrive FAI 4:30pm Claim D									22.00		
05/31/2017	Dpt FAI 1:30am, Arr Salmon, ID 1:30pm Claim B, L			D						28.00		
06/01/2017	On duty			B/L/D								
06/02/2017	On duty			B/L/D								
06/03/2017	Dpt Salmon, ID 6:30am, Arr ANC 11:00pm Claim B & L D (Hotel in ANC)							75.00		50.00		
06/04/2017	Dpt ANC 1:00pm, Arr FAI 2:30pm Claim B & L									28.00		
06/04/2017	Airport Parking					65.00						
Claimant certifies by signing that the facts contained on this form and supporting documents are correct and constitute a valid claim against the State of Alaska.							TOTALS		65.00	75.00	128.00	
TRAVELER SIGNATURE <i>Justin Time</i> DATE 6/15/17 EXPENSE REPORT APPROVAL SIGNATURE <i>John Dale</i> DATE 6-15-17							COST VARIANCE		TOTAL OUT OF POCKET EXPENSES		268.00	
							\$ 1,262.00		ATM WITHDRAWAL			
							TRAVEL ADVANCE DN					
							TOTAL DUE TO/FROM TRAVELER		268.00			
							STATE PAID EXP (PCARD / DIRECT BILL)		994.00			
							TOTAL TRIP EXPENSE		1,262.00			
TRAVELER'S REIMBURSEMENT WARRANT				IRIS DOCUMENT ID			TAXARIFF TRAVEL REPORTING					
FIN	TYPE	AMOUNT	IRIS OBJECT	FIN	TYPE	AMOUNT	IRIS OBJECT	PAGE CODE	DOCUMENT ID	TOTAL	NON TAX	TAXABLE
1	M&IE	128.00	2008	5				10				
2	LCOG	75.00	2010	6				10				
3	OTHER	65.00	2001	7				10				
4	TOTAL (PG 1)		268.00	TRAVELER VCN		PVNDXXXX	PREPARED BY		Administrative Staff	PREPARER'S PHONE NUMBER		
							907-XXX-XXXX					
STATE PCARD CHARGES AND OTHER STATE PAID EXPENSES							IRIS DOCUMENT ID					
TYPE	REF ID	REFERENCE / INV NUMBER	VENDOR CUST NUM / VENDOR DESC		AMOUNT	DATE PAID	IRIS OBJECT	PAGE CODE	DOCUMENT ID			
Air	TKT	123456789	ALASKA AIRLINES		990.00		2005		10			
COMM	INV	1234563	CTM Fee		4.00		3063		10			
							COPY OF RESOURCE ORDER		10			
							MUST BE ATTACHED TO TA		10			
									10			
									10			
									10			

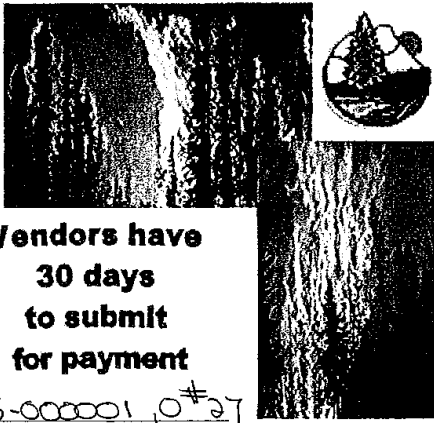
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Forestry Meal Coupon

~~\$12~~ **\$16** ~~\$22~~
 NORTHERN REGION

Non-Transferable
 Valid Only on Date: 7/12/XX
 User's Name (Print): Joe Firefighter
 Fire Number: 73X11289
 Authorized By: Karen Smith
 Incident and Request #: (Ex. AK-FAS-000001, 0-53) AK-FAS-000001, 0#27



**Vendors have
 30 days
 to submit
 for payment**

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**Forestry
 Meal
 Coupon**

This coupon is NON-TRANSFERABLE from personnel to whom it was issued and VALID ONLY for:


- Amount stamped on the face of the coupon.
- Use only on the date listed on the front.
- Use only by Forestry fire personnel printed on front and:
- Food items and non-alcoholic beverages.

STATE FUNDS MAY NOT BE USED TO PURCHASE OR PAY FOR GRATUITIES, ALCOHOLIC BEVERAGES, NON-FOOD ITEMS OR TAXES.

ONLY service providers who have entered into an agreement with the Division of Forestry may redeem this coupon for the amount on the front. Service must be in compliance with the terms of the agreement, and completed meal coupons and bills submitted to the Forestry Area Office with which the agreement was signed.

Refer to Meal Program Agreement:

State of Alaska
 Department of Natural Resources
 Division of Forestry



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