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
- Vendor-provided meals for incident staff
- 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/Regional Forester may authorize written exceptions.

Lodging

Personnel may be required to:

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

Meals and Lodging on Incident Assignment

When eligible for meals and lodging (e.g., during mobilization and demobilization before or after being subsisted), State incident personnel use the Travel Authorization (TA) form to request reimbursement of actual out-of-pocket costs. The TA, with resource order attached, is submitted through the employee's home unit. 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.

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 State Logistics Office Admin. 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 delegated authority by the Region or Area Forester will issue and approve meal coupons.

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 vendor directly for the difference.

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 – See examples of both current versions on pages 10 & 11.

- 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 page 7)
- 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

The established meal rates are paid to participating vendors when an invoice is presented to DOF with the meal coupons attached as backup documentation.

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:

MEAL	FROM		TO	AMOUNT
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, and then sent to the Regional office for final payment approval.

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 100 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 charge code
- Crew manifest with resource order number and charge code
- Written explanation of why the meal is being charged to the incident with resource order number, and charge 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 page 8).

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 for 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 charge code
- 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 go to the Regional FMO or designee to approve payment. Invoices are sent by the Region to the Anchorage DNR Financial Services office for final payment.

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 is required and is documented on the resource order. 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.

The incident's dispatch and incident personnel coordinate demobilization travel. Deviation from direct returns after release from an assignment requires the employee's supervisor pre-approval. 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.

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 page 9). 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 if lodging is not provided by the requesting agency
- Boarding passes, travel itineraries, ticket receipts, 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.)

<u>DOF Employee Compensable Time</u>: time spent traveling from the lodging site to the work site is compensable (e.g., from a hotel to a dispatch center) as is time spent traveling from a "pick up point" to the work site (e.g., from fire camp to a drop point). Time spent at an individual's residence preparing for an assignment is not compensable.

<u>Vehicle Rentals:</u> 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://fin.admin.state.ak.us/dof/travel

Per diem rates in the Lower 48: located at
http://www.gsa.gov then select "Per Diem Rates."

Division of Forestry Meal Coupon Log

Issuing Office _____

Coupon Number	Issued by	Date Issued	Date to be used	Employee (Last, First)	B @ $12	L @ $16	D @ $22	Charge Code	O#	Date Invoiced	Date to Fiscal	Voided

LODGING LOG
201____

Issuing Office _____

Date Reserved	Employee's Name (Last, First)	Vendor Name	Charge per Night	Number of Nights	Charge Code (CC or 8 digit Fire Number)	Date/s of Service	Auth. Initials	Date Invoiced	Date Invoice Sent to Anch. Fiscal

TRAVEL AUTHORIZATION AND EXPENSE REPORT	STATE OF ALASKA	TRAVEL AUTH NO.	EMP NO.	PVN
		EXAMPLE	123123	PVNXXXXX

TRAVEL AUTHORIZATION

NAME OF TRAVELER	TITLE	DEPARTMENT
Justin Time	WFRT II	Natural Resources (10)

DIVISION	BARGAINING UNIT	DUTY STATION	NORMAL WORK SCHEDULE (DOT ONLY) DAYS	TIME
Forestry	ASEA General Government (GGU)	Delta		

PHYSICAL HOME ADDRESS	CITY	STATE	ZIP CODE
123 Third Street	Delta Junction	AK	99737

PURPOSE OF TRIP: Fire Assignment to Salmon, Idaho, Resource Order. Car Rental_____

TOTAL NOT TO EXCEED	REQUEST INCLUDES PERSONAL TRAVEL	DATE BEGINS	DATE ENDS	STATE AUTH AIRFARE
$ 1,000.00	☐ Yes ☒ No			

ITINERARY	FROM	DEPARTURE DATE	TO (DESTINATION)	RETURN DATE
	Delta	9/10/XX	Salmon, ID	9/27/XX

FINANCIAL CODING	REQUEST INCLUDES
10310130-73X00123 100%	☐ Actuals ☐ Travel Advance

APPROVAL TO TRAVEL	DIVISION (IN-STATE)	DATE	DEPT (OUT-OF-STATE)	DATE	GOV (INTERNATIONAL)	DATE

EXPENSE REPORT

ACTUAL TRAVEL, PER DIEM, AND REIMBURSABLE EXPENSES (NO ONE CARD CHARGES)

DATE	EXPLANATION	MEALS PROV	FACIL-ITY	# OF MILES	SURFACE TRANS MILEAGE	SURFACE TRANS OTHER	PER DIEM LODGING	PER DIEM M&IE	OTHER
9/10/XX	2000 depart Delta, via SOV. 2300 arrive FAI. Claim D				-			32.00	
9/11/XX	0105 Depart FAI, via Delta Airlines, 1325 arrive in Salmon ID				-				
	Claim B,L.	D			-			23.00	
9/12-9/25	On Duty, Earthquake Fire, Meals & Lodging provided by incident.	B/L/D			-				
9/26/XX	0600 depart Salmon ID, Via Delta Air. 2300 arrive FAI, Hotel pd by personal CC. Taxi from airport to hotel.				-	11.00	75.00		
	Claim B,L,D				-			46.00	
9/27/XX	0800 depart Fairbanks, via SOV. 1100 arrive in Delta. Claim B				-			12.00	
					-				
				TOTALS		11.00	75.00	113.00	-

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.

Justin Time — TRAVELER SIGNATURE — DATE 9/27/XX

Hollis Indergh — EXPENSE REPORT APPROVAL SIGNATURE — DATE 9/27/XX

REAPPROVED BY _____ DATE _____

DOES THIS TA REQUIRE REAPPROVAL? NO

COST VARIANCE N/A

TOTAL OUT OF POCKET EXPENSES	199.00
ATM WITHDRAWAL	
TRAVEL ADVANCE WN	
TOTAL DUE TO/FROM TRAVELER	199.00
STATE PAID EXP (OCA/DIRECT BILL)	546.56
TOTAL TRIP EXPENSE	745.56

TRAVELER'S REIMBURSEMENT WARRANT

FIN	TYPE	AMOUNT	AKSAS ACCT	FIN	TYPE	AMOUNT	AKSAS ACCT	AKSAS BATCH(ES)
1				5				
2				6				
3				7				
4				TOTAL (PG 1)		-	TRAVELER PVN	PVNXXXXX

TAXABLE TRAVEL REPORTING

TOTAL	NONTAX	TAXABLE
		-

PREPARED BY

PREPARER'S PHONE NUMBER

ONE CARD CHARGES AND OTHER STATE PAID EXPENSES

TYPE	AKSAS REF ID	REFERENCE / INV NUMBER	VENDOR PVN / VENDOR DESC	AMOUNT	DATE PAID	AKSAS ACCT	AKSAS BATCH #
AIR	INV	123123123123	Alaska Airlines	536.00	9/1/XX	72411	
COMM	INV	12312313	US Travel Fee	10.56	9/1/XX	73819	
			COPY OF RESOURCE ORDER SHOULD BE ATTACHED TO TA				

PRINTED 4/18/2011 / 02-027 (REVISED 01/01/2011)

49725

0-27

Forestry Meal Coupon

~~$12~~ $16 ~~$22~~

FAIRBANKS

NON-TRANSFERABLE

Valid Only on Date: 7/12/0X

(print)
User's Name: Joe Firefighter
Authorized Signature: Karen Smith Fire #: 73X11289

Division of Forestry

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 ($8, $9, or $19);
- 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 *Vendor Information & Offer Form*.

STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

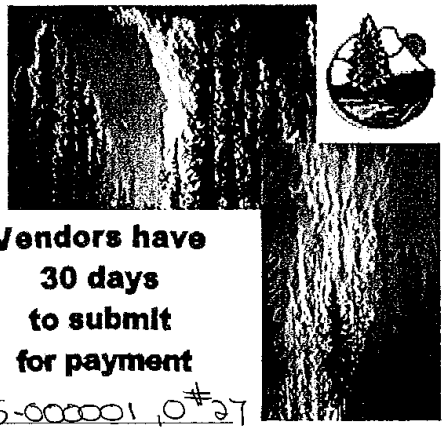
DO NOT COPY

DO NOT COPY

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, O-53) AK-FAS-000001, O#27

Vendors have 30 days to submit for payment

DO NOT COPY

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

DO NOT COPY