FS AD Travel Worksheet - 2011

Incident Name	Incident Number	Your Resource #

Employee's Name:

Point of Hire Address:

Phone: _____ Cell: _____

Fax: _____ Email: _____

Job Codes & Amount:

JC_____(Overide)_____ $_____

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Method of Travel:

[__] GOV or [__] POV

[__] Commercial Airline: _____

[__] Rental Car under EERA or I-BPA (These vehicles are ssigned an E# for each incident and usually paid by the Incident Host Agency. ~ Do not put these charges on your travel voucher unless specifically directed to do so.)

[__] Commercial Rental Car Co: _____

This should be the exception! Receipt Required.

Do not combine mileage & per diem on a single line.

See FS Instructions for AD Travel (http://www.fs.fed.us/fire/ibp/)

******* 2011 POV Mileage Rate = .51/mile (TDY POV) *******

Date	Departure Time	Departure City/ST	Arrival Time	Arrival City/ST	Miles per day	Per Diem Rate for Incident Area $_____	Gvmt Provided Meals -B $_____	-L $_____	-D $_____	(Incidentials Only) $5/day	Calculate Per Diem Amount	Calculate Mileage Amount	Lodging *Room* $_____ (Attach Receipt)	Lodging *Tax*
SUMS														

Date:	Non-Mileage Misc Expense (Gas, supplies, etc)	Amount

Posted to I-Suite: Paid via: OF-288 [_____] or GOVTRIP [_____]

2011 CONUS: $123 ~ ($77 Lodging) & $46 Meals & Incidental Expenses (M&IE)

M&IE @ $46
1st & Last Day = 75%
Breakfast $7
Lunch $11
Dinner $23
Incidentials $5

Notes: