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| doi_bw | **United States Department of the Interior**  **BUREAU OF LAND MANAGEMENT**  **Colorado State Office**  **2850 Youngfield Street**  **Lakewood, Colorado 80215-7210**  **www.co.blm.gov** | blm_09tri_bw |

In Reply Refer To:

1382 (CO-LLCOU)

Memorandum

To: Associate State Director, Colorado

From: Fire Management Officer, Upper Colorado River Interagency Fire Management Unit

Subject: Actual Expense for Lodging/Reimbursement Expense

This memorandum requests authorization for (*ENTER* *EMPLOYEE NAME*) for actual lodging costs that are higher than the standard per diem rate of *($ENTER STANDARD RATE FOR LOCATION*). Actual expense for lodging/reimbursement expense was (# *)*night*(s)* at *($ENTER ACTUAL AMMOUNT)* at the (*ENTER NAME OF HOTEL).*

(*ENTER JUSTIFICATION. Example:* *Bruce was on assignment as a HMGB on the Hansen Fire in Naples, FL and on July 4 there were not hotels with a government rate.)* A lack of advanced notice for the traveler precluded the option of making earlier arrangements or seeking advanced approval. Questions should be directed to *(ENTER ADMIN ASSISTANT NAME. example: Jill D Bogdanovich or Courtney Murray)*, Administrative Assistant for the UCR, (*ENTER ADMIN ASSISTANT PHONE NUMBER).*

I certify that the recommended option minimizes costs among the feasible alternative sites and that the proposed attendance is the minimum necessary for accomplishment of the BLM mission.

Approved \_\_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_

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Gregory Shoop Date

Associate State Director, Colorado