Type name and assignment information here.

Dispatch will determine your travel method.

Daily travel information goes here.

First and last day need to be separated out.

Enter per diem rate, by day. If meals were provided, enter the dollar value for each type of meal. Enter dollar value as a negative number; Calculate M&IE column will automatically calculate your per diem.

For mileage, enter whole numbers, mileage will calculate for you. Tab into the next field to generate calculation. DO NOT change mileage rate.

Enter beginning and ending mileage

FS AD Travel Worksheet - NRCG 2014

You MUST attach a copy of your OF-288 for each assignment.

2014 Mileage Rate for POV = .56/mile

NAME: Smokey Bear

Phone: 123-456-7890

e-mail:

Incident Name	Incident Number	Your Resource #	Job Code & (Overide)	...DATES...
Anywhere Fire	MT-R01-000001	O-57	P12345 (0156)	6/15/14

METHOD OF TRAVEL:

☐ GOV or ☑ POV (Enter Odometer readings in REMARKS box at bottom of form)

☐ Commercial Airline: _____

☐ Rental Car on EERA /I-BPA (Assigned an E# (for each incident) and paid by the Incident on an OF-286!

☐ Rental Car Company: _____

Vehicles rented with a Personal CC ~ Receipt Required.

FIRST & LAST DAYS MUST BE ON SEPARATE LINES
MILEAGE must also be on a Separate Line from PER DIEM
DAYS BETWEEN 1ST & LAST CAN BE: Sum/Mileage & Sum/Per Diem if the same each day.

Date	Departure Time	City/ST	Arrival Time	City/ST	Miles per day	.56 Calculate Mileage Amount	M&IE Rate for Incident Area $ 46	Gvmt Provided Meals B	L	D	Calculate M&IE	Lodging Room (Attach Receipt)	Lodging Tax
								Enter as a negative number					
6/15/14	08:00	Hooville, MT	09:00	Anywhere, MT	100	56.00							
							34.50	0	-11	-23	0.5	83.00	8.57
6/16/14					5	2.80	46	-7	-11	-23	5		
6/17/14					5	2.80	46	-7	-11.00	-23	5		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
6/18/14	08:00	Anywhere, MT	09:00	Hooville, MT			34.50	-7	0	0	27.5		
					100	56.00							
SUMS					210	117.60	SUMS				38	83.00	8.57

Date:	Misc Expense (Gas, supplies, etc) * RECEIPT REQUIRED	Amount

Posted to I-Suite: WO

OF-288 TRAVEL ● or GOVTRIP ○

2014 CONUS: $83 Lodging & $46 Meals & Incidental Expenses (M&IE) = $129/day

1st day*	$34.50
Last day*	$34.50
Breakfast	$7
Lunch	$11
Dinner	$23
Incidentials	$5

* 1st & Last day is 3/4 of daily M&IE for your location.

REMARKS:

POV Odometer: Start 10000 End 10210