

Casual Hire Lodging Subsistence Authorization

Casuals should be self-sufficient for lodging unless extenuating circumstances exist. In those exception cases, this form is to be completed as back-up documentation for the purchaser. A resource order for the lodging is still required to serve as a requisition for the purchase card holder.

CASUAL & INCIDENT INFORMATION

Casual's name (print): _____ Start date: _____

Phone #: _____ Point-of-hire (city, state): _____

Incident name/ number: _____ Request number: _____

HIRING UNIT & HIRING OFFICIAL'S INFORMATION

Hiring unit name: _____ Hiring location (example: ID-BOF): _____

Hiring official's name (print): _____ Phone #: _____

Email address: _____

LODGING SUBSISTENCE AUTHORIZATION

Travel subsistence is authorized for the lodging only.

Justification of extenuating circumstances:

Casual's signature: _____ Date: _____

Hiring official's signature: _____ Date: _____

**Note: Purchasers are to provide copies of lodging receipts with a signed copy of this form to the hiring official to ensure duplicate payments are not made for lodging expenses.*