

**Forest Service Incident Travel
Forest Service Employees
Incident Travel Authorization and Expense Reimbursement**

FUNCTIONAL AREA: Incident Business Travel
PROCESS: Incident Travel Authorization and Expense Reimbursement
SUB-PROCESS:
TASK: Reimburse Forest Service Employees for Incident Related Travel Expenses
PRIMARY PROCEDURE OWNER: Permanent or Temporary Forest Service Employees
SECONDARY PROCEDURE OWNER: Dispatch Unit Local Hiring Unit
ADDITIONAL PROCEDURE OWNER:
LAST REVISED DATE: February 13, 2009
EFFECTIVE DATE: February 13, 2009
SUPPORTING DOCUMENTS: Form FS Incident Travel Fax Form

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Procedure Overview

The following procedure is to be followed by permanent or temporary Forest Service employees. The purpose of the procedure is to create an authorization, book transportation and reimburse incident related travel expenses. For procedures related to AD casuals refer to "Reimburse AD Casuals for Other Incident Travel Related Expenses."

Responsibility

Procedure

**Dispatch Unit or
Traveling Employee**

1. Process request to dispatch resources to an incident.
2. If commercial travel is made by Dispatch, submit FS Incident Travel Fax Form to Travel Management Center. All transportation costs are charged to the appropriate Incident Centrally Billed Account (CBA).
3. If an employee chooses to make their own reservations (i.e. transportation, lodging, and car rental), an authorization must be created in GovTrip. **Proceed to Step 6.** Authorizations must be approved prior to employee traveling to incident. If employee is authorized for an open authorization, trip by trip authorization will auto-approve. If employee does not have an open authorization, trip by trip will be routed for approval.
 - All reservations will be charged to the employee's Individually Billed Account (IBA) or if employee does not have an IBA, charge to the General Centrally Billed Account (CBA).
 - These reservations cannot be charged to the specific Incident Centrally Billed Account (CBA).

**Travel Management
Center**

4. Book and ticket travel arrangements.

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| ASC-Travel Staff | 5. Create obligation in FFIS. |
| Forest Service Employee or Local Hiring Unit | 6. Create a travel authorization in GovTrip for all anticipated reimbursable travel expenses (hotels, incidentals, etc), excluding transportation cost charged to the Incident CBA, if applicable. |
| Local Approving Official | 7. Review and approve authorization. |
| Forest Service Employee | 8. Employee travels to incident and incurs other travel related expenses (i.e. lodging, car rental, etc.) |
| Forest Service Employee or Local Hiring unit | 9. Upon return from incident, create travel voucher in GovTrip for all reimbursable expenses. <ul style="list-style-type: none">• If charged to an IBA account, must be included on voucher• If charged to the General CBA, must be included on the voucher• If reservations were made through the dispatch center and are charged to the Incident CBA, do not include on the travel voucher |
| Local Approving Official | 10. Review and Approve travel voucher. |
| Forest Service Employee | 11. Receive Reimbursement. |
| | 12. End of Procedure. |