



**Albuquerque Service Center Travel Help Desk
 Instructions for Requesting Subsistence Reimbursement
 for Forest Service Evacuees
 April 2022**

USDA Forest Service employees who were evacuated are eligible for reimbursement of subsistence payments while in an evacuated status. The Forest Service Chief Financial Officer Budget & Finance has established processes and support for Forest Service employees to get their reimbursement as quickly as possible. We realize you may not have access to office equipment so cell phone photos of receipts can be emailed along with the additional information we need to process your reimbursement. B&F staff will prepare your reimbursement forms for you to help facilitate this process.

Additional assistance is available from the Federal Emergency Management Agency (FEMA) if your area is under a disaster declaration. You can register with FEMA at www.DisasterAssistance.gov.

The following costs are reimbursable to evacuated employees:

- **Transportation:** Travel expenses for the employee and dependents will be determined, in accordance with the Federal Travel Regulation (FTR), from the evacuated area to the agency designated safe haven and for their return to the previously evacuated area, as authorized.
- **Lodging-plus:** For the period of evacuation, employees are eligible for actual amount of lodging (if paid by employees) plus a set allowance for meals and expenses (per diem) for employee and dependents. **Dependent:** As defined under the Office of Personnel Management regulations a dependent is a relative of the employee residing with the employee and dependent on the employee for support.

Please email the following information and all documentation to the ETS2 inbox:

SM.FS.ets2@usda.gov

- Name of employee
- Names and ages of dependents
- Contact Phone Number
- Evacuation start date
- Evacuation end date
- Job Code to be used (each region will have their own codes, please check with budget officer)

2225RRUUNFSEEV22	Can be used for non-fire employees
2225RRUUSPSEEV22	Can be used for state and private employees
22XXRRUUFSEEV22	Can be used for all fire employees

If the employee does not have an ETS2 profile, please fill out an FS6500-214 and **submit along with the documentation**. Link to form: <https://usdagcc.sharepoint.com/sites/fs-cfo-bfp/tech/SitePages/Forms.aspx>

The Albuquerque Service Center Chief Financial Officer Budget & Finance Travel Help Desk is open during regular business hours to assist evacuees with their subsistence requests.

ASC CFO Travel Help Desk 1-877-372-7248, Option #3