**FY2016 BIA Wildland Fire Management**

ATTACHMENT 4

**Travel Guidance**

The Casual Hire Travel Expense Reimbursement Waiver will save time and money by establishing a payment process outside of the DOI’s E-Gov Travel System (ETS). The process provides for using a Resource Order in place of an ETS travel authorization and making payment to the casual through an OF-288 instead of a reimbursement through ETS.

The new process will include using the REVISED Approving Official Batch Memo which now includes a field to document when only Incidental Expenses are being claimed for all casuals included within the specific Batch Memo. If mileage or meals are claimed, forms are provided to document these travel expenses. The forms are attached and are available on the CPC website.

Under the terms of the waiver, casual employees may only claim the following travel expenses on the OF-288 form:

* Privately Owned Vehicle (POV) mileage
* Incidental expenses
* Maximum of 15 meals per emergency incident

Note that for a casual to be eligible for per diem reimbursement, the casual must travel more than 50 miles from their residence or official duty station and be in **TDY** status for at least 12 continuous hours. Travelers are not eligible for per diem reimbursement for local travel or if meals are provided otherwise (i.e. fire camp). The travel policy is found in U.S. Department of the Interior, Temporary Duty Travel Policy; Amendment Version 1.0, dated February 1, 2015. <http://iiamabqzucmw01p.ia.doi.net:16200/cs/groups/public/documents/document/idc1-031385.pdf>.

Non-compliance with these regulations may result in a bill for collection issued to the casual employee. Under no circumstances will a casual hire be reimbursed under both the OF-288 form process and ETS for the same travel incident. The hiring unit is responsible to ensure double payments do not happen.

The Casual Payment Center (CPC) staff will work with each hiring location to ensure the casual employee’s pay on the OF-288 is not delayed pending travel reimbursement. When a casual employee’s travel includes expenses that cannot be claimed on the OF-288 form, the claim must be made in the DOI ETS. The CPC will ensure that travel expenses are removed from the OF-288 and will process the employee’s payroll only.

BIA requires casuals who do not meet the requirements of the waiver to be reimbursed through a manual Travel Authorization and manual Travel Voucher package. The process will include completion of Forms DI 1020 and SF-1012. For the foreseeable future Concur will not be used to process Casual travel.