

DNRC Fire Meal Policy Guide – In State Fire Assignment

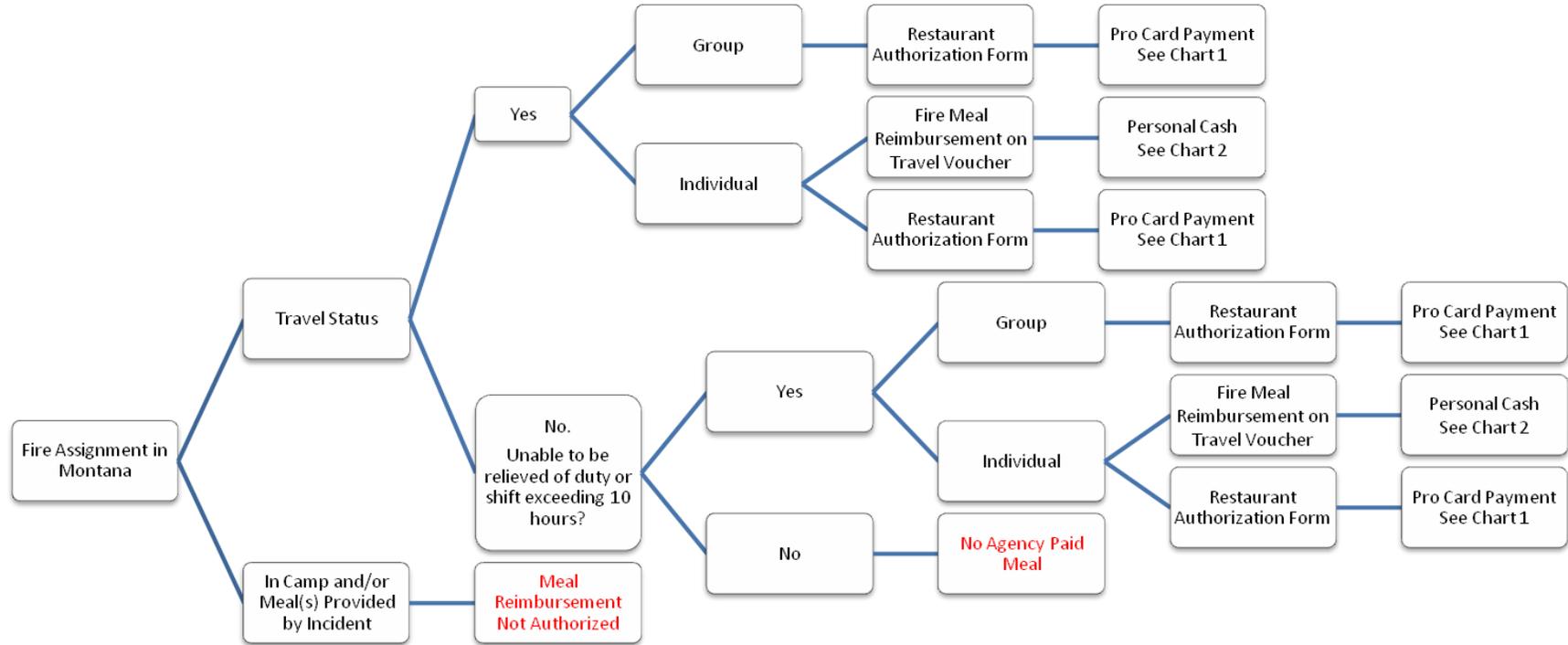


Chart 1 – Pro Card used for payment. An *itemized* receipt is required. A completed Restaurant Authorization Form is required for documentation. (Instructions are included on the form.)
Do not exceed established allowable meal rates. If the allowable meal rate is exceeded, the employee is required to pay the difference out of pocket at the time of sale.

Actual meal cost allowed <u>up to</u> the following rates:	
Breakfast	\$10.00
Lunch	\$11.00
Dinner	\$15.00
Maximum Allowable	\$36.00

“Fire Meal” gratuity authorized for inclusion, **15% unless clearly stated on the menu that large groups are charged a higher rate. Justification is required.**

Chart 2 – Personal money used for payment. An *itemized* receipt is required for reimbursement at the “Fire Meal” rates listed below. A Travel Expense Voucher is used for reimbursement; use the “Meals Per Diem” column to include cost of meal plus gratuity, and attach receipt. Failure to provide an itemized receipt will result in reimbursement at the standard In-State per diem rates.

Actual meal cost reimbursable <u>up to</u> the following rates *:	
Breakfast	\$10.00
Lunch	\$11.00
Dinner	\$15.00
Maximum Allowable	\$36.00

“Fire Meal” gratuity authorized for reimbursement, **15% unless clearly stated on the menu that large groups are charged a higher rate. Justification is required.**

* The employee will be reimbursed the receipt amount (including gratuity), provided the allowable meal rate was not exceeded. If the receipt shows that the allowable meal rate was exceeded, the employee will be reimbursed only the maximum allowable for the meal, plus 15% for gratuity, if applicable.

For more information see the DNRC Forestry Division, Fire and Aviation Management Bureau - 300 Manual, Chapter 310, Section 312, Subsection A.3.

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>