

DNRC Fire Meal Policy Guide – Out of State Fire Assignment

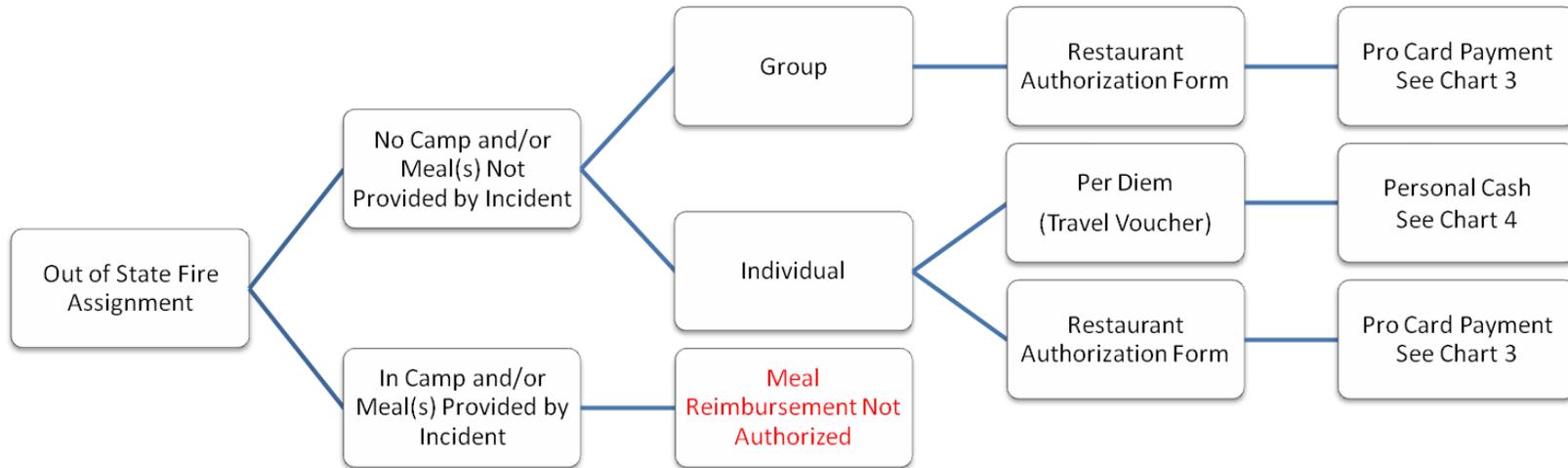


Chart 3 – Pro Card used for payment. An *itemized* receipt is required. A completed Restaurant Authorization Form is required for documentation. (Instructions are included on the form.)

Actual meal cost allowed <u>up to</u> the following rates*:	
Breakfast	\$11.00
Lunch	\$12.00
Dinner	\$23.00
Maximum Allowable	\$46.00

“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 4 – Personal money used for payment, no receipt required, Travel Expense Voucher used for reimbursement.

Standard Out-of-State per diem rates:	
Breakfast	\$11.00
Lunch	\$12.00
Dinner	\$23.00
Maximum Allowable	\$46.00

Standard Out-of-State per diem; gratuity not authorized for reimbursement.

* 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.

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>