

State of Montana Fire Resource Information

Land Office Contact Numbers:

Central Land Office	Deb Barela	406-458-3500
Eastern Land Office	Kellye Metzenberg	406-232-2034
Northeastern Land Office	Becky Shepard	406-538-7789
Northwestern Land Office	Susan Dowler	406-751-2245
Southern Land Office	Dena Bennett	406-247-4409
Southwestern Land Office	Sierra Farmer	406-542-4249

Credit Card (PROCARD)

- Fuel may not be purchased with a state credit card, unless it is the only option you have left
- You cannot split a purchase between 2 or more procards in order to avoid exceeding the individual transaction limit
- The following items are not to be purchased with a state credit card...EVER !
Alcohol Tobacco Personal purchases Cash Advances
- If using the state credit card for purchasing a crew meal, the Restaurant Authorization Form must be completed. Each person eating must be listed on the form. *This form must be turned in with the credit card and the itemized restaurant receipt.*
- All receipts must be turned in as soon as possible to the appropriate supervisor for reconciliation.
- Receipts must be Green Stamped, signed by the card holder and show the org number to be charged.

Fuel Cards

- Employee ID's are individual and are not to be shared
- Enter the driver number (employee ID number-must use full 6 digits) and the odometer reading at the pump. (At some Land Offices, the fire org number is entered.)
- Receipts must show the following:
 - ❖ Org number to be charged
 - ❖ Signature
 - ❖ Vehicle plate number
 - ❖ Mileage, if requested by the Land Office

Lodging

Lodging must be obtained at or below the government rate which is effective October 1, 2015 to September 30, 2016.

- Standard government lodging rate in Montana= \$89.00
- High Cost Counties:
 - Gallatin = \$89.00 (June 1-Sept 30 = \$138.00)
 - Silver Bow = \$93.00
 - Lewis & Clark = \$92.00
 - Missoula/Lake/Flathead = \$95.00 (July 1-Aug 31 = \$136.00)
 - Richland/Dawson = \$146.00

Meals

The DNRC travel policy guidelines apply to in-state and out-of-state travel. Fire meal rates are only available in-state and only for those actively working on a fire.

	In State Per Diem	In State Fire Meal Rates	Out of State Per Diem
Breakfast	\$5.00	\$10.00	\$11.00
Lunch	\$6.00	\$11.00	\$12.00
Dinner	\$12.00	\$15.00	\$23.00

- During regular travel, in and out of state, meals are out of pocket. Use the Travel Expense Voucher for reimbursement.
- Fire Meals - If using the state credit card for purchasing a fire meal, the Restaurant Authorization Form must be completed. Each person eating must be listed on the form. See form for guidelines. *This form must be turned in with the itemized receipt.*
- **See the 300 Manual, Chapter 310 for guidance.**

Crew Time Reports (CTR)

- Document the hours you work and any additional information that Finance will need to know:
 - Reason for excess hours
 - Reason for no meal break
 - Signature of the supervisor on the firenot the engine boss
 - Follow the 2:1 Work/Rest ratio. If you exceed, you must mitigate

Equipment Shift Tickets

- Should be completed for both in and out of state assignments
- Always include beginning/ending mileage and the time/hours worked

Baggage

- Airline travel: you can be reimbursed for two checked bags. Save your receipts.

Agency Driving Regulations

- "No driver will drive more than 10hours (behind the wheel) within any duty day."
- "Multiple drivers in a single vehicle may drive up to the duty day limitation." Two drivers can travel for 16hours if neither of them drives more than 10 hours.
- "A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift."
- Drivers must still adhere to work/rest even if they were not driving the entire time.

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