Land Office Contact Numbers:

<table>
<thead>
<tr>
<th>Land Office</th>
<th>Contact Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Land Office</td>
<td>Jennifer Coulter</td>
<td>406-458-3500</td>
</tr>
<tr>
<td>Eastern Land Office</td>
<td>Kellye Metzenberg</td>
<td>406-232-2034</td>
</tr>
<tr>
<td>Northeastern Land Office</td>
<td>Shannon Ruckman</td>
<td>406-538-7789</td>
</tr>
<tr>
<td>Northwestern Land Office</td>
<td>Susan Dowler</td>
<td>406-751-2245</td>
</tr>
<tr>
<td>Southern Land Office</td>
<td>Michelle Smith</td>
<td>406-247-4409</td>
</tr>
<tr>
<td>Southwestern Land Office</td>
<td>Natasha Bucklin</td>
<td>406-542-4249</td>
</tr>
</tbody>
</table>

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, 2019 to September 30, 2020.

- Standard government lodging rate in Montana= $96.00
- High Cost Counties: check current GSA rates.
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.

<table>
<thead>
<tr>
<th></th>
<th>In State Per Diem</th>
<th>In State Fire Meal Rates</th>
<th>Out of State Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.50</td>
<td>$10.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.50</td>
<td>$11.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$14.50</td>
<td>$15.00</td>
<td>$23.00</td>
</tr>
</tbody>
</table>

- 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 fire ....not the engine boss
  - Follow the 2:1 Work/Rest ratio. If you exceed, you must mitigate

Equipment Shift Tickets or Combined Emergency Personnel & Equipment shift ticket
- 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 10 hours (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 16 hours 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.