

# DNRC Fire Meal Policy Guide – In State Fire Assignment

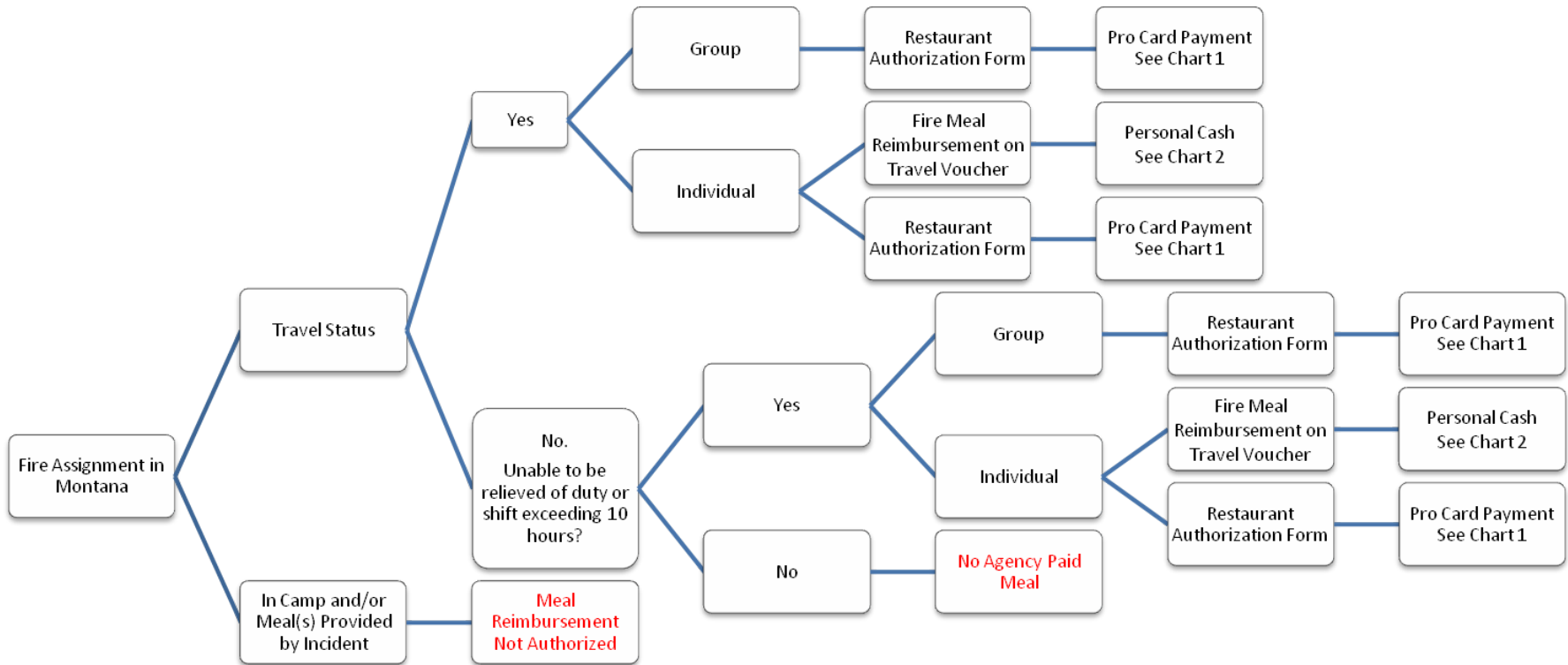


Chart 1 – Pro Card used for payment. An *itemized* receipt is required. A completed Restaurant Authorization Form is required for documentation. (Instructions are included on the form.)  
**Do not exceed established allowable meal rates. If the allowable meal rate is exceeded, the employee is required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

Actual meal cost allowed <u>up to</u> the following rates:	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Maximum Allowable	\$54.00

“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 NOT 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.

**Do not exceed established allowable meal rates.**

Actual meal cost reimbursable <u>up to</u> the following rates:	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Maximum Allowable	\$54.00

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

In State Fire Meal Rates are set at the GSA Standard CONUS rates. If the actual meal cost is higher than the allowed amount, the employee is required to pay the difference out of pocket at the time of purchase.

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

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