DNRC Fire Meal Policy Guide – In State Fire Assignment

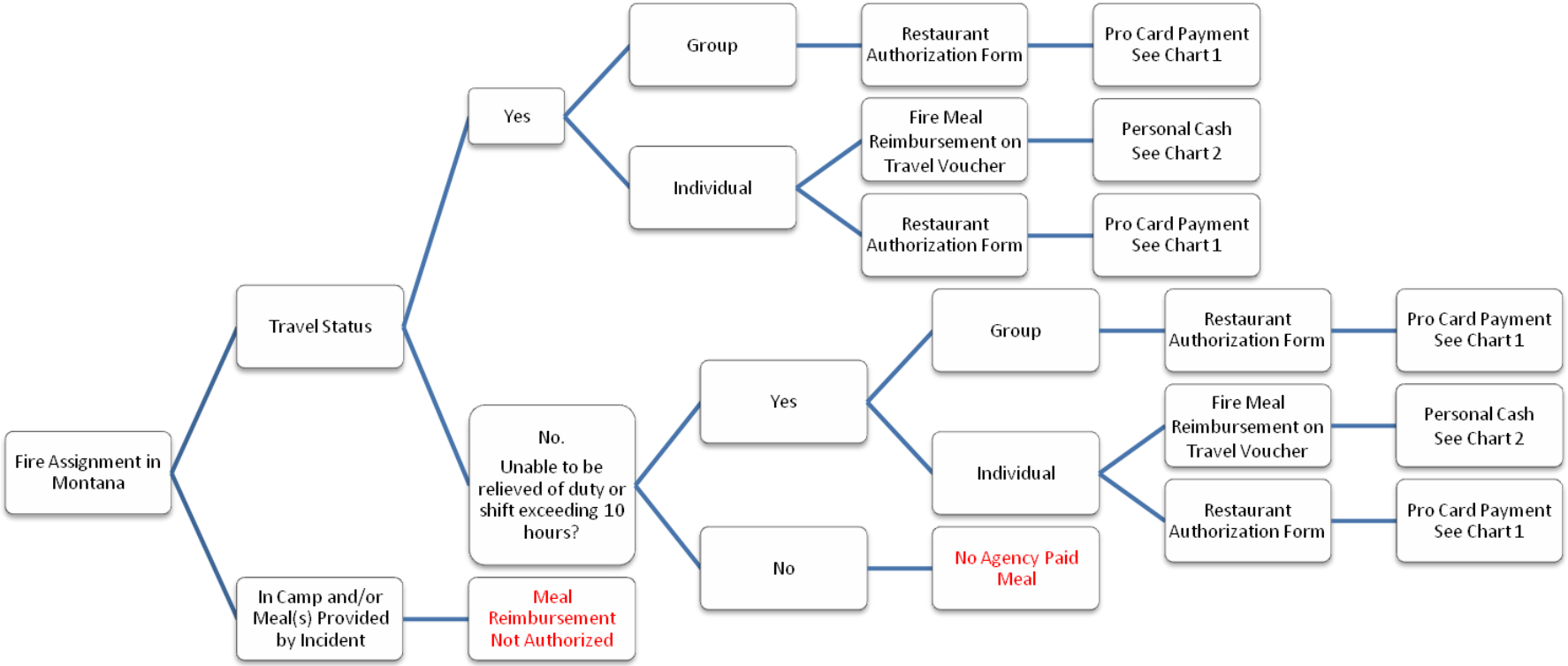

Chart 1 – Pro Card for payment, *Itemized* receipt required. Restaurant Authorization Form is also required for documentation. (Instructions are included on the form.)	
Actual meal cost reimbursable *up to* the following amounts **:	
Breakfast	$10.00
Lunch	$11.00
Dinner	$15.00
Maximum Allowable	$36.00
"Fire Meal" gratuity authorized for reimbursement, 15% unless clearly stated on the menu that large groups are charged a higher rate. Justification is required.	

Chart 2 – Personal money used for payment, *itemized* receipt required, Travel Expense Voucher used for reimbursement. Use the "Meals Per Diem" column to include cost of meal plus gratuity. Attach receipt.	
Actual meal cost reimbursable *up to* the following amounts **:	
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.	

**no reimbursement will be made to the employee if the allowed amount is higher than the actual meal cost. However, if the actual meal cost is higher than the allowed amount, the employee is required to pay the difference out of pocket.

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

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