

# State of Montana Fire Resource Information

## Land Office Contact Numbers:

|                          |                  |              |
|--------------------------|------------------|--------------|
| Central Land Office      | Jennifer Coulter | 406-458-3500 |
| Eastern Land Office      | Sarin Hoppe      | 406-232-2034 |
| Northeastern Land Office | Shannon Ruckman  | 406-538-7789 |
| Northwestern Land Office | Susan Dowler     | 406-751-2245 |
| Southern Land Office     | Michelle Cole    | 406-247-4409 |
| Southwestern Land Office | Natasha Bucklin  | 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 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 to September 30 of each year.

- Standard government lodging rate in Montana as of 10/1/22 = \$98.00
- 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.

|           | In State Per Diem | In State <b>Fire Meal</b> Rates | Out of State Per Diem |
|-----------|-------------------|---------------------------------|-----------------------|
| Breakfast | \$7.50            | \$13.00                         | \$13.00               |
| Lunch     | \$8.50            | \$15.00                         | \$15.00               |
| Dinner    | \$14.50           | \$26.00                         | \$26.00               |

- 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 further guidance.**

## **Crew Time Reports (CTR)**

- Document the hours you work and any additional information that Finance will need to know:
  - Reason for excess hours
  - 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 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.