State of Montana Fire Resource Information

Land Office Contact Numbers:

Central Land Office	Jennifer Coulter	406-212-6673
Eastern Land Office	Sarin Hoppe	406-232-2034
Northeastern Land Office	Shannon Ruckman	406-538-7789
Northwestern Land Office	Megan Melville	406-751-2249
Southern Land Office	Kristi Brown	406-247-4409
Southwestern Land Office	Kylee Day	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 Fire Meal 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 and entry into the T&E system.
- Receipts must be Green Stamped, signed by the card holder and show the SABHRS 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 the following calendar year.

- Standard government lodging rate in Montana as of 10/1/25 = $110.00
- 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 **Fire Meal** Rates	Out of State Per Diem
Breakfast	$11.20	$16.00	$16.00
Lunch	$13.30	$19.00	$19.00
Dinner	$19.60	$28.00	$28.00

- 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 Fire Meal 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) - Single Resource Use

- 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 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.