**Travel Time Calculation**

This job aid explains how travel time is to be calculated for Incident Blanket Purchase Agreements, more commonly referred to as an I-BPA. **This travel time calculation is for the 1st and last day only.** The resource will be considered under hire (see D.21.8 (b) and on shift (see D.21.8.1 (a) and Exhibit A - Definitions) when it begins traveling to the incident. However, payment for the travel will be in accordance with this job aid. If resource is assigned upon arrival, there are examples to calculate travel for those occurrences. There are also examples when travel may include multiple days. Upon completion of assignment, the resource will remain under hire until it returns to the point of hire but the travel will be paid the hourly rate in accordance with this job aid. Travel time is calculated based on an average travel speed of 45 miles per hour (see D.6.5.2) from the City and State designated by the vendor on the Schedule of Items. The hourly rate and travel hours are calculated using the following factors:

1. Divide the daily rate for equipment by 12 hours to get an hourly rate; 12 hours is used because that is what most operational periods are stated on the Incident Action Plans.
2. Determine miles from/to City and State for resource from Schedule of Items (SOI) and divide miles by 45 mph to determine travel hours (see D.6.5.2).
3. Multiply hourly rate for equipment by travel hours to determine travel time.
4. At no time will the travel time, or travel time and work time, for the 1st and last day exceed the daily rate.

This intent of this travel time calculation is to compensate vendors for their actual time traveling to/from the incident location. All time loading gear or equipment, breaking down camp, completion of the demobilization process/checklist, as well as time spent completing the Use Invoice during the demobilization process is considered incidental. Vendors are still required to follow any incident demobilization schedules.

It is also important to note this job aid does not preclude vendors from complying with all Federal, State, and Local laws and regulations that govern their respective industry. This includes travel restrictions due to weekends and holidays in the absence of an emergency declaration, permits of any kind, pilot vehicles, weigh station requirements, etc. This list may not be all inclusive. In some instances, solicitation language may be more restrictive. When there is a difference between the two, the vendor shall adhere to the more restrictive rule or law.

Exceptions:

* If the solicitation includes in the SOI the Daily, Weekly, or Monthly Rates; the most advantageous rate to the Government shall be posted.
* Tents/Canopies and Portable Toilets, Portable Handwashing Stations, and Wheelchair Accessible Portable Toilets will continue to be in accordance with D.21.8.1 for fractional days at the beginning and ending of time under hire.

The following Attachments include examples to facilitate the intent of this job aid:

* Attachment 1 – Resources paid a Daily Rate
* Attachment 2 – Resources paid Minimum Daily Guarantee or Mileage Rate, whichever is greater
* Attachment 3 – Resources paid Daily Rate AND Mileage
* Attachment 4 – Double Shift Calculation
* Attachment 5 – Double Shift Calculation (special circumstance for Double Shift on Heavy Equipment)

**Travel Time Calculation**

**Attachment 1**

**The examples included on this page are for all resources that are paid a Daily Rate.**

**EXAMPLE 1 – Vendor travels to incident, travel time is 10 hours:**

Vendor travels 450 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed.

* Daily Rate for equipment is $1200, $1200/12 hours = $100 hourly rate;
* Distance from incident location and City and State on SOI is 450 miles, 450/45 mph = 10 hours;
* $100 hourly rate x 10 hours = $1000 for travel.
* Total payment for this day is $1000.

**EXAMPLE 2 – Vendor travels to incident for 4 hours, assigned upon check in and works 3 hours:**

Vendor travels 180 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed.

* Daily Rate for equipment is $1200, $1200/12 hours = $100 hourly rate;
* Distance from incident location and City and State on SOI is 180 miles, 180/45 mph = 4 hours;
* $100 hourly rate x 4 hours = $400 for travel;
* Equipment is assigned and put on shift upon arrival at incident, works 3 hours;
* On shift time entire day is 7 hours (4 hours travel plus 3 hours of work);
* Payment calculated at 7 hours of travel and work, $100 x 7 hours;
* Total payment for this day is $700.

**EXAMPLE 3 – Vendor travels to incident for 4 hours, assigned upon check in and works 9 hours:**

Vendor travels 180 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed.

* Daily Rate for equipment is $1200, $1200/12 hours = $100 hourly rate;
* Distance from incident location and City and State on SOI is 180 miles, 180/45 mph = 4 hours;
* $100 hourly rate x 4 hours = $400 for travel;
* Equipment is assigned and put on shift upon arrival at incident, works 9 hours;
* On shift time for entire day is 13 hours (4 hours travel plus 9 hours of work);
* Total payment for this day is $1200 (see #4 in factors above, travel and work not to exceed Daily Rate).

**EXAMPLE 4 – Vendor travels from incident, travel time is 12 hours:**

Vendor travels 540 miles from the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed.

* Daily Rate for equipment is $1200, $1200/12 hours = $100 hourly rate;
* Distance from incident location and City and State on SOI is 540 miles, 540/45 mph = 12 hours;
* $100 hourly rate x 12 hours = $1200 for travel;
* Total payment for travel home is $1200.

**Travel Time Calculation**

**Attachment 2**

**The examples on this page are for resources that are paid Minimum Daily Guarantee or Mileage Rate, whichever is greater. This includes the following resources: Crew Carrier Bus and the Transport under the Heavy Equipment, Heavy Equipment with Water, and Miscellaneous Heavy Equipment solicitations.**

**EXAMPLE 1 – Vendor travels to incident, travel time is 10 hours and travel distance is 450 miles:**

Vendor travels 450 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. With Mileage or Minimum Daily Guarantee (MDG), whichever is greater, you have to take that into consideration when calculating the payment.

* Minimum Daily Guarantee (MDG) is $840, $840/12 hours = $70 hourly rate;
* Mileage Rate is $2.50 per mile;
* Distance from incident location and City and State on SOI is 450 miles, 450/45 mph = 10 hours;
* $70 hourly rate x 10 hours = $700 for travel;
* Mileage Rate calculation is 450 x $2.50, or $1125;
* Total payment for this day is $1125 as Mileage is greater than MDG.

**EXAMPLE 2 – Vendor travels to incident, travel time is 2 hours and travel distance is 90 miles:**

Vendor travels 90 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. With Mileage or Minimum Daily Guarantee, whichever is greater, you have to take that into consideration when calculating the payment.

* Minimum Daily Guarantee is $840, $840/12 hours = $70 hourly rate;
* Mileage Rate is $2.50 per mile;
* Distance from incident location and City and State on SOI is 90 miles, 90/45 mph = 2 hours;
* $70 hourly rate x 2 hours = $140 for travel;
* Mileage Rate calculation is 90 x $2.50, or $225;
* Total payment for this day is $225 as Mileage is greater than MDG.

**EXAMPLE 3 – Vendor travels from incident, travel time is 12 hours and travel distance is 540 miles:**

Vendor travels 540 miles from the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. With Mileage or Minimum Daily Guarantee, whichever is greater, you have to take that into consideration when calculating the payment.

* Daily Rate for equipment is $1200, $1200/12 hours = $100 hourly rate;
* Distance from incident location and City and State on SOI is 540 miles, 540/45 mph = 12 hours;
* $100 hourly rate x 12 hours = $1200 for travel;
* Total payment for travel home is $1200.
* Minimum Daily Guarantee is $840, $840/12 hours = $70 hourly rate;
* Mileage Rate is $2.50 per mile;
* Distance from incident location and City and State on SOI is 540 miles, 540/45 mph = 12 hours;
* $70 hourly rate x 12 hours = $840 for travel;
* Mileage Rate calculation is 90 x $2.50, or $1215;
* Total payment for this day is $1215 as Mileage is greater than MDG.

**Travel Time Calculation**

**Attachment 3**

**The examples included on this page are for resources paid the Daily Rate AND a Mileage Rate, such as the Vehicle with Driver.**

**EXAMPLE 1 – Vendor travels to incident, travel time is 10 hours and travel distance is 450 miles:**

Vendor travels 450 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. With Mileage or Minimum Daily Guarantee, whichever is greater, you have to take that into consideration when calculating the payment.

* Daily Rate is $300, $300/12 hours = $25 hourly rate;
* Mileage Rate is $0.60 per mile;
* Distance from incident location and City and State on SOI is 450 miles, 450/45 mph = 10 hours;
* $25 hourly rate x 10 hours = $250 for travel;
* Mileage Rate calculation is 450 x $0.60, or $270;
* Total payment for this day is $520 ($250 + $270).

**EXAMPLE 2 – Vendor travels to incident, travel time is 2 hours and travel distance is 90 miles:**

Vendor travels 90 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. With Mileage or Minimum Daily Guarantee, whichever is greater, you have to take that into consideration when calculating the payment.

* Daily Rate is $300, $300/12 hours = $25 hourly rate;
* Mileage Rate is $0.60 per mile;
* Distance from incident location and City and State on SOI is 90 miles, 90/45 mph = 2 hours;
* $25 hourly rate x 2 hours = $50 for travel;
* Mileage Rate calculation is 90 x $0.60, or $54;
* Total payment for this day is $104 ($50 + $54).

**Travel Time Calculation**

**Attachment 4**

**The examples on this page are for resources that are ordered for a Double Shift (DS).**

There are two examples on this Attachment, one when the resource was originally ordered for a DS and the other is when the DS was ordered at the incident.t have been ordered initially for two operational periods. Refer to Attachment 1 and/or Attachment 2 if the resource was requested for two operational periods after the initial order. If the resource availability for two operational periods ended before the last day on the assignment, refer to Attachment 1 and/or Attachment 2.

**EXAMPLE 1 – Vendor travels to incident, travel time is 5 hours and travel distance is 225 miles, original order was for DS or two operational periods, remains hired as DS for entire assignment:**

Vendor travels 225 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. Determine rates for the Heavy Equipment (Dozer in this example) and for the Transport where it is paid the Minimum Daily Guarantee (MDG) or Mileage Rate, whichever is greater. Refer to D.21.8.1 for more information related to the equipment, such as how the DS for Transports is calculated.

* Distance from incident location and City and State on SOI is 225 miles, 225/45 mph = 5 hours;
* Dozer DS Rate is $2400, $2400/24 hours = $100 hourly rate
* Dozer hourly rate is $100 hourly rate x 5 hours = $500 for travel;
* Transport Minimum Daily Guarantee (MDG) is $1200, DS is calculated at 165% or $1980; $1980/24 = $82.50 hourly rate;
* Transport Mileage Rate is $2.50 per mile;
* Transport hourly rate is $82.50 x 5 hours = $412.50;
* Mileage Rate calculation is 225 x $2.50 = $562.50;
* Dozer is paid $500 and Transport is paid $562.50 (Mileage is greater than MDG calculation);
* Total payment on Use invoice for travel to/from incident is $1062.50.

**EXAMPLE 2 – Vendor travels to incident, travel time is 5 hours and 225 miles, DS ordered at incident, worked DS until release:**

Vendor travels 225 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. Determine rates for the Heavy Equipment (Dozer in this example) and for the Transport where it is paid the Minimum Daily Guarantee (MDG) or Mileage Rate, whichever is greater. Refer to D.21.8.1 for more information related to the equipment, such as how the DS for Transports is calculated.

* Calculate initial travel day in accordance with Attachment 1;
* Return travel calculated same as Example 1 above.

**Travel Time Calculation**

**Attachment 5**

**The example on this page illustrate special circumstances that may result in the ordering of resources for a Double Shift (DS) and where one of those operational periods may not have separate operators.**

**EXAMPLE 1 – Vendor travels to incident, travel time is 5 hours and 225 miles, original order was for two operational periods, vendor has two operators for the heavy equipment and the transport for first operational period but for second operational period there is only one operator for both pieces of equipment:**

Vendor travels 225 miles to the incident, calculated from the City and State designated on the Schedule of Items (see D.6.5.4 and D.21.8.1.1). Travel time calculation is based on language from solicitation at D.6.5.2 using 45 miles per hour as an estimate of average travel speed. Determine rates for the Heavy Equipment (Dozer in this example) and for the Transport where the latter is paid the Minimum Daily Guarantee (MDG) or Mileage Rate, whichever is greater. Because of the second operational period only having one operator the transport rate needs to be adjusted and the guidance at D.21.8.1 for DS.

* Distance from incident location and City and State on SOI is 225 miles, 225/45 mph = 5 hours;
* Dozer DS Rate is $2400, $2400/24 hours = $100 hourly rate
* Dozer hourly rate is $100 hourly rate x 5 hours = $500 for travel;
* Transport Minimum Daily Guarantee (MDG) is $1200, DS is calculated at 165% or $1980; $990 is the per shift rate for transport ($1980/2); Single Operator Adjusted Rate for only one operator in second operational period is $634.50 ($990 x 65%); Total Transport rate for 24-hour operation is $1633.50 ($990 + $643.50); $1633.50/24 = $68.07 rounded to $68;
* Transport Mileage Rate is $2.50 per mile;
* Transport hourly rate is $68 x 5 hours = $340;
* Mileage Rate calculation is 225 x $2.50 = $562.50;
* Dozer is paid $500 and Transport is paid $562.50 (Mileage is greater than adjusted MDG calculation);
* Total payment on Use invoice for this day is $1062.50.