

# Travel and Lodging Guidance for Emergency Responders

This is an overview of agency policy. It is the employee's responsibility to ensure they understand and follow their agency's formal process.

## Alaska Division of Forestry & Fire Protection (DOF)

- DOF requires State Fire Chief approvals for lodging in excess of \$300 per night. Approval will come in the form of a memo.
- DOF requires Forester/Fire Management Officer approval for the use of "privately owned vehicle" (POV). Mileage will be reimbursed.
- DOF requires that travel exceed 50 miles from duty station and 12 hours, to qualify for per diem.
- DOF requires that the first and last days of travel be compensated at 75% State per diem rate.

## Bureau of Indian Affairs (BIA)

- BIA requires Regional Director approval for 1-10 days of over per diem increase; anything after 10 days requires the Deputy Bureau Director authorization. BIA does not approve anything over 300%.

## Bureau of Land Management (BLM)

- BLM requires State Director, or delegated official, approval for any amount over per diem. Designated approving official may authorize per diem for travel more than 30 miles but less than 50 miles if the travel involves emergency travel, such as fire assignments where the employee cannot return home due to safety concerns.

## National Park Service (NPS)

- NPS requires home unit and Regional Comptroller approval for any amount over per diem up to 150%. NPS Comptroller approval is required for all over per diem requests from 150% up to 300%. The NPS Comptroller may authorize per diem for travel within 50-miles of a firefighter's or incident responder's local travel area for emergency response.

## US Fish and Wildlife (FWS)

- FWS will allow up to 300% over per diem when responding to an emergency incident. Please contact your home unit for a copy of the DTS 076538 memo which must be uploaded to your travel voucher in order to receive reimbursement.

## United States Forest Service (USFS)

- Actual lodging 150% or less can be approved by the local approving official.
- Actual lodging 151% to 300% and incident related is approved by the Forest Service CFO
- Actual Lodging 151% to 300% and not incident related is approved by the Forest Service Chief
- Actual Lodging over 300% cannot be approved.
- Please see USFS travel SharePoint site below for more details.
  - [Travel Operations - Actual Expenses \(sharepoint.com\)](#)