



FS AD Travel Worksheet - 2012 (v2)

You MUST attach a copy of your OF-288 for each assignment.

2012 Mileage Rate for POV = .51/mile

NAME:

Phone:

email:

Incident Name	Incident Number	Your Resource #	Job Code & (Override)	...DATES...

METHOD OF TRAVEL:



☐ GOV or ☐ POV (Enter Odometer readings in REMARKS box at bottom of form)

☐ Commercial Airline: _____

☐ Rental Car on EERA /I-BPA (Assigned an E# (for each incident) and paid by the Incident on an OF-286!

☐ Rental Car Company: _____
Vehicles rented with a **Personal CC** ~
This should be the exception! Receipt Required.

Per Diem & Mileage between 1st & Last Day, can be added as a single entry:
Total # Days & Total Miles ~ you can also enter # Meals; Lodging; and Tax Sums.

Date	Departure Time	City/ST	Arrival Time	City/ST	Miles per day	Calculate Mileage Amount	M&IE Rate for Incident Area \$	Gvmt Provided Meals			Calculate M&IE	Lodging Room (Attach Receipt)	Lodging Tax
								B	L	D			
								Enter 1st Days Mileage on Separate Lines ~					
Enter 1st Days Per Diem on Separate Lines ~													
Enter Last Days Mileage on Separate Lines ~													
Enter Last Days Per Diem on Separate Lines ~													
SUMS 								SUMS 					

Date:	Misc Expense (Gas, supplies, etc) ~ RECEIPT REQUIRED	Amount	2012 CONUS: \$77 Lodging & \$46 Meals & Incidental Expenses (M&IE) = \$123/day	
			1st day* \$34.50	* 1st & Last day is 3/4 of daily M&IE for your location.
			Last day* \$34.50	REMARKS:
			Breakfast \$7	
			Lunch \$11	
			Dinner \$23	
			Incidentals \$5	
Posted to I-Suite:		OF-288 TRAVEL <input type="radio"/> or GOVTRIP <input type="radio"/>	POV Odometer: Start _____ End _____	