



United States Department of the Interior

FISH AND WILDLIFE SERVICE



Washington, D.C. 20240

In Reply Refer To:
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Memorandum

To: Service Directorate

From: Assistant Director, Management and Administration /sgd/ Janine Velasco,
3/17/22

Through: Chief, Financial Operations /sgd/ Michael D. Sciortino, 3/03/22

Subject: Travel Pre-Approval for Actual Expenses for Fire/All-Hazards Incident Response

U.S. Fish and Wildlife Service (Service) leadership recognizes the challenges that travelers face when making travel arrangements to respond to wildland fire incidents and all-hazards incidents such as hurricanes, floods, and other natural disasters. This memorandum documents priorapproval for the following items and therefore does not require the TDY Travel – Discretionary and Trip-by-Trip Entitlements Form ([FWS Form 3-2388](#)) to be included with authorizations and vouchers.

- **Lodging:** 151% to 300% of per diem when the standard General Services Administration (GSA) [per diem rate](#) is unavailable.

When applicable, these specific expenses are authorized for rental vehicle upgrades, excess baggage, and dual lodging.

- **Rental Vehicle:** When authorized a rental vehicle, approval for an upgrade is approved on a case-by-case basis, dependent on the need for a larger vehicle to transport personnel, supplies, and equipment or access areas of extremely rough terrain or challenging weather conditions.
- **Excess Baggage:** Excess baggage fees are authorized for travelers carrying Government equipment or materials required for the official purposes of travel, therefore, an additional expense may be created in the travel authorization.
- **Dual Lodging:** When a traveler is directed to a different location than listed on the resource order (RO), the lodging establishment may issue a cancellation fee, which is permissible.

We encourage travelers to work with their travel arranger or call the Travel Management Center line at (855) 847-6398 to arrange travel in advance to help ensure federal travel regulations are being followed. When there is not ample time for a traveler responding to a fire or all-hazards

incident to create a travel authorization in ConcurGov before departure, the resource order (RO) will serve as the temporary travel authorization. The RO does not circumvent the requirement to obtain a supervisor's verbal or written approval prior to traveling. If needing to book directly with the lodging establishment, travelers must try to obtain rooms at facilities that are within the locality per diem rate.

This memorandum must be included in the receipt packet for each authorization and voucher when the above entitlements are part of the travel arrangement. For additional information, please visit the [Fire/All-Hazards Incident Travel](#) page on the JAO TDY Sharepoint site.

For questions regarding this memorandum, please contact Susan Humphrey, Lead, TDY Travel Policy, susan_humphrey@fws.gov or Corene Anderson, Branch Chief, Travel and Charge Card, corene_anderson@fws.gov, or Michael Sciortino, Chief, Financial Operations, michael_sciortino@fws.gov.