

INVITATIONAL TRAVELERS (Q&A's)

Authorizing officials should be aware of travel plans: It is the policy of the government that agencies shall authorize only that travel which is necessary to accomplish the purposes of the government effectively and economically. For non-Federal members (or alternate members) of the Wildland Fire Executive Council (WFEC), Regional Strategy Committees (RSC), and the Cohesive Strategy Subcommittee (CSSC), the authorization will be assigned and delegated by the WFEC.

Q: How many days in advance of departure date should travel be arranged?

A: Whenever possible, trips should be planned at least seven to ten business days prior to departure to provide time to prepare all the necessary documentation and obtain reservations.

Q: What forms do I need to fill out to have a traveler profile created?

A: Travelers will complete the following forms:

1. NBC ACH Form (to transmit payment data by electronic means to traveler's financial institution).
2. GovTrip: Invitational Traveler Access Request Form (to set up traveler's profile).

Note, these forms should be completed and faxed to travel arranger for the first trip only. If subsequent trips are approved, you will not need to complete these forms again.

Q: Where do I return completed forms?

A: Please fax forms to:

- (208) 334-1549

If you have further questions please call or email:

- Eileen Zahara, 208-334-1560, eileen_zahara@ios.doi.gov

Q: How will travel arranger know where and when I need to travel?

A: You will need to complete the Travel Authorization/Voucher Worksheet form with all pertinent flight information for requested trip. The purpose of your travel should be clear and detailed.

Q: How will the Travel Arranger assist me?

A: The Travel Arranger will prepare the Travel Authorization and Travel Voucher in GovTrip . Travel Authorization requests will be processed in order of expected travel dates. The Travel Arranger will make travel arrangements for all trip-by-trip temporary duty travel, monitor itineraries, invoices, proper ticketing and make sure travelers have everything they need to ensure the Authorizations are approved in GovTrip and the airline tickets are issued.

Q: What arrangements do I, the traveler, need to make?

A: The Traveler and Travel Arranger make arrangements as follows:

Traveler:	Travel Arranger:
<ul style="list-style-type: none">● Taxi/Shuttle/Metro● Rental Car● Rental Car Fuel● Parking● Other (Laundry)● Meals and Incidentals (M&IE) - no receipts are needed for meals or incidentals. Traveler is reimbursed at set amount for M&IE per GSA standard and arranges meals and incidentals on their own.	<ul style="list-style-type: none">● Airline ticket

Q: What if I have to cancel my trip.

A: Promptly notify your Travel Arranger if your plans change and airline cancellations are needed. The Government is not responsible for the cost associated with the traveler’s failure to cancel airline, hotel, car, etc. **Please note:** hotels generally have a 24 hour cancellation policy and they can charge up to one night on your credit card if you fail to cancel within that 24 hour time frame.

Q: If I withdraw cash from an ATM for travel expenses are bank charges reimbursed?

A: No, ATM bank charges are not reimbursable.

Q: Will I be charged lodging tax or will lodging be tax exempt?

A: A Tax Exempt Form will be provided to each traveler for removal of lodging tax. This form will need to be filled out at lodging site and will be kept on file for duration of your stay.

Q: How do I pay for daily expenses?

A: The traveler will use their own personal funds for all daily expenses, i.e. meals and incidentals; Taxi/Shuttle/Metro; Rental Car; Fuel; Parking Fees; Telephone; Other (Laundry) etc. Daily expenses incurred and paid for using personal funds will be reimbursed upon completion of the voucher.

Q: When my trip is complete what will I need to submit to get reimbursed?

A: Travelers are responsible for reporting **all expenses and receipts** for official travel on the “Travel Voucher Request” form. Travelers must submit Voucher request within 5 work days of completion of the trip.

- TV’s will be prepared and processed within 24 hours of the day all documents are received, unless problems are encountered or amendments to the original TA need to be processed.

The Travel Arranger will follow up on all completed vouchers to make sure they get signed by the traveler, approved and paid. Reminders will be sent to travelers or approvers if the voucher is not routing through the system in a timely manner. Your TV may be delayed if your Travel Arranger is not given the correct information.