

## HOW TO COMPLETE A WYOMING TRAVEL VOUCHER

### DETAILED STEP BY STEP INSTRUCTIONS

1. Fire Name - Enter the name of the incident/fire found on your Resource Order under #2 Incident/Project Name
2. Fire Number - Enter the incident number – comes from Dispatch and is on your Resource Order under #3 Incident/Project. (example: WY-MBF-123456)
3. Accounting Code – Enter the accounting code from your Resource Order under Financial Codes in the top right hand corner
4. Request # - This is your resource order number (it is #12 - Request Number on the Resource Order)
5. Inclusive Dates – List the dates you were on the fire
6. Fire Entity - **Albany County Treasurer is the Fire Entity**

County/District Name: Albany County Treasurer  
Street/Box: 525 Grand Avenue, Ste 205  
City/State/Zip: Laramie, WY 82070

7. Name – Enter your first/last name
8. Street/Box: - Enter your address
9. City/State/Zip – Enter your address
10. Signature – Sign the document
11. Date – Date signed
12. Dates – Enter each day you are on the fire in the Date column
13. Travel Locations – From:
  - a. This is the location you are traveling from
  - b. On the first day this will be travel from your home base
  - c. On the fire this will stay the same, unless you are transferred to another fire
  - d. On the last day this will be travel from the location of the fire
14. Travel Locations – To:
  - a. This is the location you are traveling to
  - b. On the first day this will be travel to the fire
  - c. On the fire this will stay the same, unless you are transferred to another fire
  - d. On the last day this will be travel to your home base
15. M&IE Rate – This the M&IE rate at the location you are **traveling to (or arriving at)**. This rate can be found at [gsa.gov](http://gsa.gov) and is designated in the M&IE Total Column on their website. For directions:
  - a. Go to [gsa.gov](http://gsa.gov)
  - b. Select “Travel Dropdown”
  - c. Select “State”
  - d. Select “Look Up Rates By Fiscal Year”

- e. Make sure to select the current fiscal year and then click “Go”
  - f. Lodging rates are listed at the top. If you have lodging - Please note max lodging rates are what is paid by the fire (addressed below\*\*)
  - g. Scroll down to find your Meals & Incidentals (M&IE)
  - h. You will enter the M&IE Rate Total
  - i. This also breaks down your meals into Breakfast, Lunch, Dinner, Incidental Expenses, and First & Last Day of Travel Rates
    - i. YOUR FIRST & LAST DAY OF TRAVEL ARE ALWAYS PAID AT 75%
  - j. When you enter your M&IE Rate – the first day will automatically calculate at 75%
  - k. You may have to calculate the last day if not using the second page
16. B (Breakfast) - If Breakfast is being provided by the fire - include the breakfast M&IE rate in that column
17. L (Lunch) - If Lunch is being provided by the fire - include the lunch M&IE rate in that column
18. D (Dinner) - If Dinner is being provided by the fire - include the dinner M&IE rate in that column
19. NOTE: You will always receive the Incidental amount of \$5.00 for every day
20. Total Per Diem – This will automatically calculate depending on the M&IE Rate, and whether breakfast, lunch or dinner was provided by the fire
21. Max Lodging – \*\*Gsa.gov lists the max lodging rates that will be paid (unless otherwise approved in writing by the fire). Follow the steps outlined in #15 to get to the lodging rates. Enter the lodging rate from gsa.gov here.
22. Actual Lodging – This the actual amount you paid for lodging. Receipts MUST be included.
23. Other Travel Expenses – If you have any rental vehicle, rental vehicle fuel, parking, tolls, shuttle/taxi, baggage fees include them here. Receipts MUST be included.
  - a. Amount – Put the total amount for each item listed in #23 here
  - b. Date – Put the date of the expense for each item listed in #23 here
24. Travel Expense Summary – This part automatically calculates for you