

STATIONS: PLEASE PRINT AND POST!

Fire season is here; please review these items for the completion of any finance documents:

00900 Coding.

- ★ 00907 is to be used for "Move Up and Cover"
- ★ 00908 is to be used for special staffing patterns. Most staffing patterns will be generated out of Northern or Southern Region and should be coded to **the Region's** index, *not* 1700. Special CZU staffing patterns will be charged to 1700.
- ★ Northern Region's alpha identifier is **CNR** and you should use the index **1001**. Southern Region's alpha identifier is **CSR** and the index is **4001**.

Meals.

- ★ **The meal rate is \$3.59 per meal (\$3.28 plus tax)**. Stations should make every effort to keep monthly meal costs at the **\$3.28** level or below, to avoid further rate increases.
- ★ If you are held on duty, you will be on **non-pay** meal status. However, if you volunteer for overtime, you will be on **pay** meal status.
- ★ If you are on regular duty days during a staffing pattern (and not on move-up-and-cover), you will be on **pay** meal status.
- ★ For every non-paid meal that's charged to an emergency fund incident, the refurbishment rate is now **\$10.00** per meal. **Use these funds to refurbish your subsistence with**. If you charge off these meals (or plan to charge them), **DO NOT** include them in your meal counts as non-paid or fire line meals.
- ★ *Meals that can be charged to the E-Fund must be confirmed response to vegetation/wildland fires. You cannot charge meals against an incident number for structure fires, medical aids, and the like unless the above criterion is met. Do not charge meals against incident numbers assigned to vegetation management burns.*
- ★ Sacramento HQ is now requesting subsistence that is charged to any incident should be purchased and coded within **30 days** of the close of the incident.
- ★ Here is the textbook definition of a **FIRE LINE MEAL**: *A meal eaten at a station is considered a fire line meal when a **fourth meal** is prepared at the station and is served to an employee returning from a night fire occurring after a regular meal or when meals are prepared and served to personnel engaged in a major incident using a regular station instead of a field kitchen.*
- ★ **RESTAURANT MEALS** should be kept as close to the per diem rate as possible - **\$18.00 per person, including tax and tip** (refer to Section 3847.1). Any meals exceeding this rate *may* require written justification in the support documentation. The purchase should be identified as a "meal" rather than differentiating by breakfast, lunch or dinner. Tips/gratuities can be paid, but it must be noted on the receipt that the tip/gratuity was "**assessed by the vendor and not offered by the purchaser**". Do not forget to have all employees sign a meal roster.

Please note → MEAL ROSTERS are not required for take-out meals. You must attach a copy of the authorization memo from HQ Fire Protection with the purchase of any take-out meals. The file is attached.

Please note → MEAL (and MOTEL) ROSTERS must have **original signatures**. You can no longer provide copies of previously completed meal or motel rosters for successive procurement while assigned to a strike team.

.Fuel.

- ★ Fuel used during any incident does **not** need to be coded to the specific incident number. **The generic incident number for all 00900 fuel usage is "CACDF 990003"**.

★ A line of coding should look something like this:

Current Fiscal Year - 1700 - 525.02 - 00900 - 219.43 - CACDF 990003

★ Use 00900 for fuel as often as appropriate and split code fuel invoices accordingly.

★ When using the Voyager Card for fuel on incident assignments, you must forward the receipt to Finance immediately upon return to the Unit with the following information:

Name of Operator

Vehicle Identification

Incident Number

CalATERS.

★ Incidentals cannot be claimed if you are held on duty during a staffing pattern, only if you are assigned to a **“going fire”**.

★ You must use the **“Specialized Account Code”** to enter the appropriate coding for your expenses. Refer to previous emails or the CalATERS Manual #G08 on the CAL FIRE Intranet.

★ You must print the Transmittal Sheet and write out the coding of your claim on. **This copy must be sent to Finance.**

Incident Numbers.

★ Incident numbers are always 12 (twelve) digits and should be written as in the manner of the following example:

C A C Z U 0 0 0 0 0 0

* * *State Identifier (two letter designation for state abbreviation)*

* * * *Incident Identifier (three letter designation for unit, etc.)*

* *Leave blank space unless 4 character agency identifier supplied (Do not use a dash or underscore)*

* * * * * *Incident Number (this must be 6 digits)*

★ **When charging to an incident out of the unit - please use the index of that unit, *not* 1700.** The file for a condensed listing of the index conversion table is attached. It can also be found in the issuance section of the CAL FIRE intranet - 3600 manual, section 3762.3.4.

If you have questions, please contact me.

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CAL FIRE

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