



U.S. Department of the Interior

INTERIOR **WILDLAND FIRE**

To: U.S. Wildland Fire Service Employees and Casual Hires

From: Brian Fennessy, Director, U.S. Wildland Fire Service **BRIAN FENNESSY**

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

Effective Date: March 25, 2026

Digitally signed by BRIAN FENNESSY
Date: 2026.03.25 08:42:40 -06'00'

The U.S. Wildland Fire Service recognizes the challenges employees and casual hires face when arranging travel to respond to emergency incidents, including wildfire, extreme fire potential, severity incidents, floods, storms, or any all-hazard emergencies that poses an immediate threat to life, health, property or the environment.

This memorandum establishes prior approval for the following expenses. Because these authorities are granted here, no additional approval is required when these circumstances apply.

Lodging: Actual lodging expenses are authorized up to 300% per diem of the standard General Services Administration per diem rate when the standard lodging rate is not available in the area.

Rental Vehicles, Excess Baggage, and Dual Lodging Rate

When applicable, the following expenses are authorized:

Rental Vehicle: Supervisors may approve rental vehicle upgrades on a case-by-case basis. Approval depends on the demonstrated need to safely transport personnel, supplies, or equipment, or to access areas affected by rough terrain or severe weather.

Excess Baggage: Excess baggage fees are authorized when travelers must transport Government equipment or materials required for official travel. These expenses may be included in the travel authorization.

Dual Lodging: If a traveler is directed to a new response location not listed on the original resource order (RO), resulting in lodging cancellation fees at the initial location, such fees are allowable.

Travelers are encouraged to work with their travel arranger or contact the Travel Management Center line at (855) 282-9114 (doi.travel@dtigov.com) to plan travel and ensure compliance with federal travel regulations. When travelers are mobilized to an incident and do not have sufficient time to create a travel authorization in Concur before departure, the RO will serve as a temporary travel authorization. The RO does not replace the requirement to obtain verbal or written supervisor approval prior to travel.

This signed memorandum and a resource order must be included in the receipt packet for each travel voucher that includes any of the entitlements above.