**Casual Payment Center**

**Casual AD**

**Travel Reimbursement Process**

**HIRING OFFICIAL**

The Approving Official (AO) will determine which method of reimbursement is appropriate for casual employee travel expenses (through Concur or OF-288), and if appropriate, submit to the Casual Payment Center (CPC) for processing.

**TRAVEL REIMBURSEMENT PROCESS**

**XG**

Under terms of the Casual Hire Travel Expense Reimbursement Waiver, casual employees may claim the following travel expenses on the OF-288 form:

* Privately Owned Vehicle (POV) mileage;
* Incidental expenses; and
* Maximum of 15 meals per emergency incident.

The CPC staff will validate accuracy of the allowable per diem rate and mileage rate claim on each reimbursement form/request, and process the OF-288 for payment. They will work with the hiring location to ensure the casual’s pay on the OF-288 is not delayed pending travel reimbursement issues. When travel issues cannot be resolved, (e.g. there are lodging or other receipts that need to be paid through CGE), the CPC will remove the travel claims from the OF-288 and process the casual’s payroll only.

**HOW TO SUBMIT TRAVEL EXPENSE REIMBURSEMENTS**

**BATCH MEMO**: As part of the batch approval process, the AO will certify that the OF-288s are accurate, appropriate, and legal for payment. An Incidental Expenses (IE) box has been added to the batch memo for the AO to indicate all casuals submitted in the batch should be reimbursed for incidental expenses. Starting and Ending Dates should be completed by AO. The CPC will then add dates and totals to each OF-288 in the batch.

***\*\*Please note IE reimbursement payments will be made to the corresponding fire code as indicated by date on the OF-288. For example, columns A & B have fire code J7PW, and column C has fire code J7LN. The IE reimbursement will be applied to the dates and fire code in columns A & B (J7PW), and the dates and fire code in column C (J7LN).***

