Backcountry Reimbursement for Travel & Meals

Working on trails in the backcountry presents special challenges, not the least of which is documenting and accounting for travel and meals. In order to simplify and standardize these reimbursements, the following guidelines are in effect immediately.

Important Reminder: Reimbursement claims under this section must be for costs that were included in the original grant application and outlined in the Project Cost Table (Part B), either in its original form, or as subsequently amended and approved by FWP.

Travel Costs

Costs for travel between the grant sponsor's workstation and the project site are reimbursable. Grant sponsors, whether working in the backcountry or not, must keep track of travel by total mileage logged on the project instead of by fuel costs and receipts. In most cases, the "Travel & Meals Expense Voucher" can be used. Grant sponsors may claim mileage expenses at the current High State Rate. This mileage rate takes into account the current price of fuel and typical costs of vehicle maintenance and repair.

Grant sponsors must calculate project mileage from their designated duty station (office headquarters, etc.) to the project site, or from their private residence to the project site if that's where the project vehicle is kept, whichever distance is less. In no case may sponsors claim mileage incurred simply "driving to work."

State Travel Rate

Mileage Rates (effective until changed):

Standard	$0.265 –--- effective 01/01/09
High	**$0.500-----effective 01/01/10**
Low	$0.470 after 1,000 miles per month

Motorized OHV	15.00 per day (while in use)
Motorized Boats	15.00 per day (while in use)
Non-motorized Boats	5.00 per day (while in use)
Horse Trailers	15.00 per day (while in use)
Other Trailers	5.00 per day (while in use)
Horses (Animals)	16.00 per day, per horse

Meals

Costs for backcountry meals will be reimbursed at the current State per diem rate. Receipts for foods purchased are not necessary. However, grant sponsors will need to supply a list of the names of the workers and a signed sheet certifying how long they worked on the project. See the "Travel & Meals Expense Voucher," which must be signed by the on-site supervisor.

If the workers are paid employees, payroll logs and payment vouchers are required as proof of employment. If the workers are volunteers, a list of their names, addresses, and phone numbers must be provided (see "Volunteer & Non-reimbursed Labor Form").

State Per Diem Rate

Meal Allowances & Time Ranges. In order to claim an allowance for a meal, you must be in a travel status for more than three continuous hours within one of the following time ranges:

MEALS:	IN-STATE
Three hours or less	None
Greater than three hours and at least 3 hours within each of the ranges below:	
Morning (12:01 a.m. to 10:00 a.m.)	$5.00
Midday (10:01 a.m. to 3:00 p.m.)	$6.00
Evening (3:01 p.m. to 12:00 midnight)	$12.00
	$23.00

You must consider each time range separately when applying the "more than three hour" rule. For example, if you travel from 8 a.m. to 2 p.m., you receive the allowance only for the midday meal. To be in "travel status" means you are away from your duty station for the express purpose of working on the RTP grant project (traveling to the project site, working at the project site, or returning from the project site to your duty station).