

Cal OES# 6143-2019
CAL FIRE# 7CA004953
USFS# 20-FI-11052012-147
NPS# P20AC00506
BLM# BLM CFPA CA915-2004
FWS# FF0803000-D-J001
BIA# A20ACPRO01

EXHIBIT “H”
IN-STATE TRAVEL AND INCIDENT RELATED EXPENSES

- H-1 The purpose of this exhibit is to identify allowable costs and the process for submitting such costs for in-state travel and incident related expenses. This exhibit primarily pertains to costs associated with fuel, food/meals, per diem, vehicle, and lodging costs as stated in Clauses A-35 and A-37 of Exhibit “A”, as well as attributable incident expenses such as loss or damage to local agency emergency apparatus or support equipment identified in Recital 27 of this Agreement.
- H-2 In some cases, miscellaneous expenses outside of the above mentioned may be approved if the incident finds that the expense(s) is also attributable to the incident.
1. In order for local agencies to be eligible for reimbursement of expenses related to this exhibit for incident related expenses, the approval **MUST** be formally documented in writing by the approving State of California or Federal Fire Agency responsible for the incident by using a General Message Form ICS-213 and/or provide the associated S# validating the expense(s) on both the General Message Form ICS-213 and the OES F-42. The USDA Forest Service will determine if a General Message ICS-213 or an S# is required (this will also be documented in the resource order).
 2. In order for local agencies to be eligible for reimbursement of expenses related to this exhibit for all other expenses such as loss or damage, the approval **MUST** be formally documented in writing by the approving State of California or Federal Fire Agency responsible for the incident by using a General Message Form ICS-213 **AND** provide the associated S# validating the expense(s) on both the General Message Form ICS-213 and the OES F-42.

In both cases, when the General Message Form ICS-213 is used, it must be signed by one of these four positions: Incident Commander, Finance Section Chief, Incident Business Advisor, or Agency Administrator.

NOTE: S#'s and approved General Message Form ICS-213's should **ONLY** be issued when the incident cannot accommodate the expense in need, and all other options to provide the expense(s) have been exhausted.

- H-3 Approved out of pocket expense(s) must accompany the OES F-42 along with the formal approval on the General Message Form ICS-213 documenting the S#, the itemized receipt(s), and the Expense Claim Reimbursement Log (OES F-142A). Receipts for meals and incidentals are not required. All required receipts must be provided and legible in date order. When local agencies are seeking reimbursement for expenses incurred on behalf of personnel from an agency other than their own, a manifest is required.

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Meals and incidentals will be reimbursed using the average GSA rate for the State of California and published in the Rate Letter. Meals and incidentals not provided by the incident on the first and last days of travel while responding from home base and returning to home base are reimbursable without approval. While assigned to an incident, excluding first and last travel days, meals not provided by the incident will be reimbursable if documented and approved by an IC, FSC, IBA, or AA.

All agencies seeking reimbursement must attempt to obtain lodging at best available rates. Actual lodging costs will be reimbursed up to a ceiling of 150% of the average GSA rate for the State of California and published in the Rate Letter. Anything above the ceiling must be approved by an IC, FSC, IBA, or AA.

For unconventional lodging, the ceiling includes all fees, including service and cleaning fees, but excludes taxes

Rental Vehicles

H-4 This section of Exhibit "H" is to identify both allowable and non-allowable expenses when renting a vehicle. Items listed adhere to the state rental agreement.

Items listed below are NOT allowable expenses:

1. Personal accident insurance, personal effects coverage, or other optional coverage
2. No pre-payment of fuel or refueling
3. No payment of extension costs or late return
4. Airport rentals are discouraged
5. Airport parking fees
6. GPS unit
7. Satellite radio services (e.g. Sirius XM)
8. Roadside service
9. Damage attributable to the incident may be local government agency responsibility

Items listed below are REQUIRED to secure reimbursement:

1. Vehicle returned with a full tank
2. Final invoice
3. Use of compact vehicle recommended
4. Vehicle determination will be based on your incident position
5. At time of rental, you may need to make remarks on your contract that this vehicle is going to an incident base camp and may be driven off pavement
6. If your agency provides a travel/expense card, rental and fuel must be paid by agency card

All other considerations must have prior approval from the incident

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Rental vehicle reimbursement will be the State of California short term program rental contract rates as the maximum allowable charge. Based upon approval, allowable class types are in the table below:

<https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental-Resources>

Car Class	Class Type	Sample Vehicle
CCAR	Compact	Nissan Versa
ICAR	Mid-Size/Intermediate	Hyundai Elantra
SCAR	Standard	Buick Verano
FCAR	Full Size	Nissan Altima
SCAH	Hybrid Electric Vehicle	Toyota Prius
Plug-In Hybrid/Zero Emission Vehicle ICAE	Plug-In Hybrid/Zero Emission Vehicle	
CFAR	Compact SUV	Jeep Renegade
SFAR	Medium SUV	Hyundai Santa Fe
PPAR	Pick Up Truck	Ram 1500
OQAR	3/4-Ton/ 1-Ton Pick Up Truck	Chevy Silverado
MVAR	Mini Van	Dodge Grand Caravan
FVAR	Large Van	Ford Transit Wagon
JKAR	Mini-Cargo Van	Ram Promaster City
BCUT	15' Cutaway Box Van w/ramp	Transit Connect
DBOX	16' Box Truck	
FBOX	24' Box Truck	
GBOX	26' Box Truck	
DSTK	14' Stake Bed	
FSTK	24' Stake Bed	

When renting a vehicle beyond four (4) days, assigned personnel will utilize the weekly rate through the seventh (7) day. Any days thereafter that do not constitute a week (seven (7) days) will be considered a daily rate.

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Included in State of California Program Rates – Short-Term:

1. Unlimited mileage, Collision Damage Waiver (CDW).
2. \$300,000 Supplemental Liability Protection (SLP).
3. Drop Charges: There will be no drop charges for any vehicles that are picked up and returned at an alternative Rental Branch location within the US with the exception of New York.
4. CDW for Business Rentals: Rates include full CDW (Collision Damage Waiver) with no deductible. CDW will cover any physical damage to the vehicle that may occur during a rental and is subject to the terms and limitations set forth in Enterprise's standard rental contract.
5. SLP for Business Rentals: Rates include SLP (Supplemental Liability Protection). SLP will cover up to \$300,000 in liability claims that may occur during a rental, as the result of an accident, and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

Damage Waiver Exclusion – Off-road use:

1. Operation of any vehicle that was not properly designed for the intended use
2. Excessive vehicle wear and tear, due to off-road operation, that may include:
 - a. Tire punctures or missing chunks of tread
 - b. Impact damage (body panels or undercarriage) defined as follows:
 - i. Scratches larger than 2" or multiple scratches per panel penetrating the paint
 - ii. Dents larger than 2" or multiple dents per panel
 - iii. Impact to undercarriage that will require repair in order to maintain the drivability of the vehicle
 - iv. Rips in upholstery, missing or broken interior components
3. Soot, smoke, or stain damage requiring professional cleaning

There are several options available to your agency and/or personnel for payment under the State of California Contract:

1. Direct bill account set up by your agency
2. Agency corporate credit card
3. Agencies can use account number XZCPFIR, and renters can choose to use their own payment method

Rental vehicles authorized on the resource order do not need additional incident approval. The cost of the rental vehicle, if incurred by the local agency, and the fuel purchased to operate the rental vehicle must be submitted on the OES F-142A with receipts attached. Rental vehicles that are not authorized on the resource order must receive the formal written approval from the incident as identified on page H-1 of this Exhibit.

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Documentation Requirements for Reimbursement of Expenses

H-5 Check List:

- General Message Form* (ICS-213) signed by the Incident Commander, Finance Section Chief, Incident Business Advisor, or Agency Administrator
- S# documented on forms ICS-213 and OES F-42
- Completed OES F-42
- Completed and signed OES F-142A with expense documented in date order
- Receipt(s) in date order
- If renting a vehicle, must submit final invoice

For loss or damage reimbursement to a local agency emergency apparatus or support equipment, additional documentation also required:

- Investigation/incident report
- Photo