

## Processing Travel for Canadian Wildfire Responders:

### Single Resource Overhead:

- If traveling on commercial airline, and travel arrangements are not made by dispatch center:
  - Create ETS2 travel authorization, book travel, attach copy of the resource order in the receipts section. Unless the traveler has an open authorization for OCONUS travel, a single trip authorization will need to be created.
- For commercial travel arranged by dispatch center:
  - Create ETS2 travel authorization, attach a copy of the resource order in the receipts section. Unless the traveler has an open authorization for OCONUS travel, a single trip authorization will need to be created.

### Crews:

- Create ETS2 travel authorization, attach a copy of the resource order or crew manifest in the receipts section. Unless the traveler has an open authorization for OCONUS travel, a single trip authorization will need to be created.

If possible, authorizations should be initiated as soon as the assignment is received as it takes four levels of approval. The authorization can be done by a Travel Arranger or could be done after travel is completed, but it will delay the ability to create a voucher.

When creating a voucher for the Canadian travel, ensure all expenses claimed are in US dollars, not Canadian.

### **Other Considerations:**

Use of personal passports is acceptable for the emergency travel. If a traveler has an official passport and response timeframes allow, the employee should contact Terri Edgell ([tedgell@fs.fed.us](mailto:tedgell@fs.fed.us); 540 659 3887) to have passport sent via overnight delivery.

For employees who hold a government issued travel card:

- Travelers should contact the travel card provider, U.S. Bank, at 1-888-994-6722, prior to departing the United States to:
  - Notify the Bank of your upcoming foreign travel. Your account will be annotated with this information to aid in the processing of foreign transactions.
  - Ensure travel card limit is sufficient for the upcoming travel. If limits are insufficient, notify the ASC B&F Travel Branch at 1-877-372-7248 to request a limit increase.
  - Verify the amount of cash (ATM) withdrawals permitted on their account.
  - Request a PIN number, if forgotten.
- The outside the U.S. contact number is 701-461-2232, collect calls accepted.

Rental Car: If a rental car is authorized, travelers should purchase any required insurance coverage. The US Government self-insured status is not recognized by the Canadian government. Expenses for the additional insurance can be claimed on the travel voucher.

This information applies to Forest Service employees – responders from other agencies should follow agency specific guidelines.