



**Albuquerque Service Center Travel Help Desk
Instructions for Requesting Subsistence Reimbursement
for Forest Service Evacuees
October 2020**

USDA Forest Service employees who were evacuated are eligible for reimbursement of subsistence payments while in an evacuated status. The Forest Service Chief Financial Officer Budget & Finance has established processes and support for Forest Service employees to get their reimbursement as quickly as possible. We realize you may not have access to office equipment so cell phone photos of receipts can be emailed along with the additional information we need to process your reimbursement. B&F staff will prepare your reimbursement forms for you to help facilitate this process.

Additional assistance is available from the Federal Emergency Management Agency (FEMA) if your area is under a disaster declaration. You can register with FEMA at www.DisasterAssistance.gov.

The following costs are reimbursable to evacuated employees:

- Transportation: Travel expenses for the employee and dependents will be determined, in accordance with the Federal Travel Regulation (FTR), from the evacuated area to the agency designated safe haven and for their return to the previously evacuated area, as authorized.
- Lodging-plus: For the period of evacuation, employees are eligible for actual amount of lodging (if paid by employees) plus a set allowance for meals and expenses (per diem) for employee and dependents. Dependent: As defined under the Office of Personnel Management regulations a dependent is a relative of the employee residing with the employee and dependent on the employee for support.

Please email all documentation to the ETS2 inbox: SM.FS.ets2@usda.gov

Include the additional information in the email:

- Name of employee
- Names and ages of dependents
- Contact Phone Number
- Evacuation start date
- Evacuation end date

If the employee does not have an ETS2 profile, please fill out an FS6500-214 and submit along with the documentation. Link to form: <https://usdagcc.sharepoint.com/sites/fs-cfo-bfp/tech/SitePages/Forms.aspx>

For the convenience of Forest Service personnel, the Albuquerque Service Center Chief Financial Officer Budget & Finance Travel Help Desk will be open on Saturday (10/3/2020) and Sunday (10/04/2020) from 1000 to 1400 Pacific Daylight Time to assist evacuees with their subsistence requests.

ASC CFO Travel Help Desk 1-877-372-7248, Option #3