

A few suggestions for MN FF's:

OF-288 - Header information needs to be filled out.

- Write "Hired out of Minnesota" on the top so that they are taxed out of MN and not PA.
- Hired at: PA-NAF
- Hiring Unit: NA State & Private Forestry
- Hiring Unit Phone Number 610-557-4233

Casual Hire Form: have them fill out the "Start date" and "Incident" information and check appropriate boxes in the form.

TRAVEL VOUCHER QUESTIONNAIRE

Full Name (as shown on your ID): _____ Social Security # (last 4 digits): _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Starting Point (City & State of Home or Office): _____ Birth Date: _____

Ending Point (City & State of Home or Office): _____ Gender: _____

Check off the box (B, L, D) for each meal that YOU paid for. Please list each day of your travel separately!

Date	Where did you sleep? (City or County, State)	B	L	D	Lodging	Lodging Tax	Baggage Fee	POV Mileage	Parking

Other Expenses:						
Date						
Amount						
Other Expenses:						
Date						
Amount						
"Other expenses" include Rental Car, Gas for Rental Car, Laundry, Shuttle Service, Taxi/Cab Fare, Tolls etc.						

**Please include your Incident Time Report (OF-288), Resource Order and receipts.
Do not send meal receipts.**

Mail To: Casual Hire Center / Fire
USDA – Forest Service
11 Campus Blvd., Suite 200
Newtown Square, PA 19073

Contact Information: 610-557-4233
610-557-4150 (Fax)