

Single Resource Refresher

\$ Finance Reminders \$

Travel Status - To & From the Incident

- Document only time the time you are traveling - 16 hours is not guaranteed.
- Meal breaks are not paid when traveling unless eating while the vehicle is in motion.
- Layover hours that extend beyond 3 hours are not paid, including overnight layovers.

At the Incident - Check In Documents

- *Federal employees* - no additional documents are required
- *State & Cooperators* - email or provide a copy of the MNICS cooperative agreement.
- *AD employees* - email or provide a copy of the casual hire form

At Incident - CTR & Shift Ticket Documentation

- Check the IAP or ask the finance section for the incident's preferred way to fill out the CTR & Shift Tickets.
- Fill out the CTR & Shift Tickets daily and show at least one 30-minute meal break per day.
- Add your O# and obtain your supervisor's review of your CTR and approval signature before submitting it to finance.
- Submit supervisor signed CTR & Shift Tickets to finance every other day.
- Email signed CTR and Shift Ticket to the incident finance email.
- *Note** If you use a hard copy book, either record time and shifts in a digital copy or scan the hard copy to a PDF format that can be emailed to the finance section. It's strongly advised to practice scanning before arriving at the incident.*

At the Incident - CTR & Shift Ticket Documentation Special Circumstances

- *Hazard Pay?* Include an action verb to describe the type of hazard work you performed.
- *Other special time circumstances?* Document on the CTR any other special time circumstances - e.g., injury time, equipment break down time, etc.
- If you need assistance, inquire with the incident finance section