

2016 GENERAL PROVISION CHANGES

Dear Cooperating Fire Department/Agency:

The General Provisions (GP) have been modified, rearranged and incorporate items that were previously in the Billing Manual to make a more comprehensive organized document. Please take the time to read them over in detail but below are the highlighted changes since the previous 2014 version:

* Electronic submittal of invoices with backup

There should only be one email per incident and naming convention of the attached pdf file should be as follows:

3-letter identifier – Incident Number – Invoice Number

example: SED-WA-COF-001392 INV 161001



Check size of file before attaching, if over 20 MB break document into 2 files

tips

* Administrative costs to prepare invoices can be reimbursed

* New Invoice Form 122 with some additional fields required. They are: Fire Department to assign a unique invoice number (this means that you can't use the same number in different years either); fire department's [three letter ID](#); P code for out-of-state fires.

* If OF286s and OF288s are provided by incident, CTRs and Shift Tickets are not required to be submitted with invoice. When travel is estimated on return travel home, actual travel times should be documented and included with invoice.

* Option of all inclusive rate: If agreed by AZSF and Cooperator, may charge an all-inclusive rate that would include the costs of equipment, personnel and any applicable backfill. This option would require less paperwork to be submitted by the Cooperator and be on the CFRA.

* Days that equipment with a daily rate is not used, no daily rate will not be reimbursed for that day, this includes command vehicles.

* R&R that occurs in place on an incident will be reimbursed up to 8 hours per day, meals, hotel costs and daily equipment if applicable. Home shift hour schedules are not included but backfill charges are permitted.

* Defines the pay period for volunteers and supplemental employees on when overtime pay will be paid. It's defined as a seven day work week starting on the 1st day of the incident.

* Airport Travel with agency vehicle will be reimbursed for long term parking and mileage, no daily or hourly rates apply except for travel days. (Current long-term parking max allowances are \$6 for Phoenix and \$4 for Tucson). POV's used to and from airports will be reimbursed at current state mileage rates (currently at .445 cents). POV must have state minimum insurance.

* Travel Claim Form for engine or crew personnel: When meal reimbursement requirements have been met you can report the particular meal (ie breakfast, lunch or dinner) as a lump sum on the travel claim for that day rather than for each individual person. Keep in mind that maximum allowances still apply. For example: Fire department's engine, with 4 personnel, stop for breakfast and the total is \$52.00 for all of them and the maximum allowance is \$12 per person, you would get reimbursed for \$48.00 (\$12 * 4). It does not mean if you spent less than the maximum for lunch that you can apply the underage to breakfast.

* Lodging receipts *need to be signed by occupant* and follow the Current State of Arizona's lodging allowances as stated at <https://gao.az.gov/travel/welcome-gao-travel>. If maximum allowances have been exceeded for any reason only the maximum can be reimbursed plus applicable taxes NO EXCEPTIONS:

In-state assignments require documentation on either a resource order or written document by a State representative.

Out-of-state lodging does not require a written document or resource order when in travel status.

* Rental Vehicles: For out-of-state only Collision Damage Waiver (CDW) insurance can be reimbursed. Any additional insurance coverage the cooperator may wish to obtain will be at the cooperator's expense

* No reimbursement for trailers used to transport equipment such as ATVs and UTVs.

Thank you for taking the time to review these changes. Posted on the website is the newest version of the [invoice form](#). The tabs at the bottom of the document have useful examples and reference material but not all documents are mandatory in the current format.