

## Casual Hire Lodging Subsistence Authorization

*Casuals should be self-sufficient for lodging unless extenuating circumstances exist. In those exception cases, this form is to be completed as back-up documentation for the purchaser. A resource order for the lodging is still required to serve as a requisition for the purchase card holder.*

### CASUAL & INCIDENT INFORMATION

Casual's name (print): \_\_\_\_\_ Start date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Point-of-hire (city, state): \_\_\_\_\_

Incident name/ number: \_\_\_\_\_ Request number: \_\_\_\_\_

### HIRING UNIT & HIRING OFFICIAL'S INFORMATION

Hiring unit name: \_\_\_\_\_ Hiring location (example: ID-BOF): \_\_\_\_\_

Hiring official's name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

### LODGING SUBSISTENCE AUTHORIZATION

Travel subsistence is authorized for the lodging only.

Justification of extenuating circumstances:

Casual's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring official's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Note: Purchasers are to provide copies of lodging receipts with a signed copy of this form to the hiring official to ensure duplicate payments are not made for lodging expenses.*