

**FC-77 CAMP/CENTER AND FC-77A
CCC EMERGENCY TIME REPORTS**
(No. 16 March 2002)

3863

Governing program policy is set forth in the interagency agreements between CAL FIRE and its camp cooperators, CAL FIRE and California Conservation Corps and in the 6200 Camps (CYA) and 6400 Camps (CDC) Handbooks.

DESCRIPTION OF THE FC-77
(No. 29 March 2006)

3863.1

The FC-77 is the cost summary for fire crews and related cooperator's staff (i.e., **non-CAL FIRE** staff) used on incidents or for incident support. It identifies, for billing purposes, the emergency hours (regular and/or premium) worked by CDC and CYA crews as well as overtime hours worked by cooperating agency custodial or administrative staff. (In some cases, it includes a special adjustment for cooperators' **base** time, as well. See Section 3863.1.5 below.)

The FC-77 is used as support documentation to invoices submitted by camp cooperators (i.e., CDC, and CYA) or it may simply become the invoice itself. The FC-77 is also an input document to the Activity Reporting and Costs (ARC) program package, and as such is designed to expedite the process of determining the total of recoverable costs from billable incidents involving USFS, BLM, other federal agencies and civil entities.

The FC-77 is a one-page, two-sided form which must be completed with an original and four copies. The original is forwarded to the appropriate cooperator's accounting office for all CYA and CDC institution based camps. The duplicate is used for preparation of the Cost Recovery Report.

The last copy is maintained by the camp for its records.

The processing is different for CDC Sierra and Susanville administered camps. In this case, the original is forwarded to the CAL FIRE Sacramento Accounting Office (Attn: Accounts Payable) for immediate processing within 10 days of return from the incident. The other copies are handled as indicated above. See also Section 6295 of the 6200 CAL FIRE/CYA Camp Operations Handbook.

WHEN REQUIRED

3863.1.1

(No. 16 March 2002)

The FC-77 is to be used for all emergency incidents, i.e., fires, floods, OES requests for manpower, VMP burns, etc. A separate FC-77 is required for each incident. Who is responsible for payment will depend on how the resource was tasked or requested. For example, during a Declared State of Emergency, OES may task CDC to provide the personnel to mitigate the emergency. CAL FIRE would not be responsible for the payment of the FC-77. The FC-77 may be used to assist in tracking the costs generated by the incident.

WHO PREPARES; TIMELINES FOR SUBMISSION

3863.1.2

(No. 16 March 2002)

The CAL FIRE Camp Division Chief or CDC Camp Commander will compile the FC-77 within 10 days of the incident, sign it and process it as described in Section 3863.1.3 below. The cooperator's accounting office must submit an invoice for the FC-77 to the Sacramento Accounting Office within 30 days of the incident. The procedure for the cooperator's accounting office does not include the camps that are administered by Sierra or Susanville CDC.

PROCESSING REQUIREMENTS

3863.1.3

(No. 29 March 2006)

Processing instructions depend upon what type of facility the particular camp is. For all CYA and for CDC institution camps please refer to the section following below. For all CDC Sierra and Susanville administered camps, refer to the appropriate section below.

All camps except those administered through CDC Sierra and Susanville:

The original of the FC-77 is given to the cooperator's camp administrator and/or institution accounting office who review it, signifying that the times reported are accurate and in conformance with employees' timesheets. At that time, the required copies are made. The original is forwarded to the cooperator's accounting office for invoice preparation. The second copy is forwarded to the CAL FIRE Unit responsible for preparing the cost recovery package (assuming the incident is billable). A third file copy is retained by the camp.

The cooperator's accounting office will forward a copy, after processing, to the Sacramento Accounting Office within the timeframes specified in Section 3863.1.2.

CDC Sierra and Susanville Administered Camps:

All conservation camps which send their FC-77s to a California Correctional Center (Sierra or Susanville) will forward the original FC-77 to CAL FIRE Sacramento headquarters accounting office for payment within 10 days of return from the emergency. The Camp Division Chief and the CDC Camp Commander will be responsible for the audit and certification (signature) of the FC-77. The Camp Division Chief will also be responsible for coding the FC-77 before mailing it to Sacramento headquarters.

A second copy of the FC-77 will be forwarded to the appropriate CDC Conservation Center accounting office at the same time for their audit purposes and normal processing.

The third copy of the FC-77 will be forwarded to the CAL FIRE Unit responsible for the FC-40 billing package.

Attach:

- amended copies of the [FC-33](#) for the Fire Captain.
- the original [FC-33A](#) for the crew.
- the original FC-33C for cooperating agency staff time.

NOTE: The original FC-33 for the Fire Captain is left at the scene and only amended at camp if final time to be charged against the incident is for plus or minus **two** hours from the original FC-33.

A fourth copy will be retained along with photocopies of all supporting documents by the Camp Division Chief for his/her files with a **retention period of five years**. A fifth copy will be given to the CDC Camp Commander for his/her emergency incident file.

ADJUSTMENTS TO THE FC-77

3863.1.4

(No. 16 March 2002)

Adjustments made by the cooperator's accounting office

If the cooperator's accounting office adds additional charges (e.g., correctional officer or inmate to the FC-77, or the number of overtime hours is changed), a photocopy of the revised FC-77 will be sent to the originating camp for review by both the CAL FIRE and cooperator's administrators.

If they concur with the changes, an amended FC-77, using the **original** invoice number, will be prepared showing the adjusted changes. Type or print "Amended Copy" in the invoice box at the top of the form. In the "Remarks" box at the bottom of the form, show the original charges plus or minus the amended charges.

Example:

Amended Charge	\$2,986.40
Original Charge	- \$2,789.60
	\$ 196.80

Attach a photocopy of the original FC-77 and distribute as follows:

For all camps **except** Sierra or Susanville administered CDC camps, send the originals to CAL FIRE Accounting Office, duplicate to the CAL FIRE Unit responsible for the cost recovery package, and a file copy kept at the camp.

It is not necessary to submit an amended copy to the cooperator's accounting office since they submitted the amended amount to CAL FIRE for payment and a second FC-77 sent back to them might result in double payment.

For Sierra or Susanville administered camps, follow the distribution outlined in Section 3863.1.3.

If the Camp Division Chief or cooperator administrator does not concur, either one may express this through his/her normal chain of command. The CAL FIRE Division Chief should notify the CAL FIRE Accounting Office through channels by mail. Include a copy of the original and amended FC-77s.

Adjustments for cooperating agency TECs

Policy requires submission of FC-77s within 10 days of an incident. Occasionally cooperating agency employees travel expense claims (TECs) will not be available during this 10-day period. Since the TEC is the only payable document acceptable for substantiation of travel expense reimbursement on the FC-77, the way to solve this problem is by a supplemental billing procedure.

TECs available

When cooperating agency employee travel expenses are to be included on an FC-77 and the TECs are available within the 10-day reporting period, all TECs should be added together and charges listed in the "Staff Members Travel Expense" block on the FC-77.

Attach copies of all TECs identifying specific charges against the respective incident number and process through normal distribution outlined in Section 3863.1.3.

TECs not available

When cooperating agency employee TECs are not available, the FC-77 will be completed, omitting all staff travel expense costs, and processed normally within the 10-day period. When the TECs are completed at the end of the month, a supplemental FC-77 will be prepared listing **only** the TEC charges.

Attach copies of all TECs and complete the cooperating agency staff travel expense subtotal, cost subtotal, billing agency administration charges and estimated total cost boxes showing **only** the expense charges.

NOTE: TECs may show charges for more than one incident for a single month. Since billing is done by separate incident, each incident's charges must be separately identified on the TEC.

Use the original FC-77 invoice number and add the letter "A" as a suffix to indicate an additional billing (i.e., 89-079-A). Type the words "Supplemental Invoice" immediately above the invoice number.

Submit the supplemental FC-77 through the normal distribution process outlined in Section 3863.1.3.

WHEN BASE TIME MAY BE ADDED TO THE FC-77 **3863.1.5** (No. 16 March 2002)

Governing policy is established in [Section 3823.2](#) of this chapter. When fire crews are dispatched on a reimbursable incident (assistance-by-hire or cost share), the youth counselors (CYA) and corpsmembers' (CCC) base times may be reimbursed and should be included on the FC-77 per instructions in Section 3863.1.7. CYA's accounting office is to be advised that reimbursement for base time will be sought but may not be received (depending upon whether, and to what level, CAL FIRE receives reimbursement for its own base costs.)

Do not routinely include base time on the FC-77.

Camp Division Chiefs are responsible for verifying with the incident Unit whether or not the base time block on the form should be completed. They are also responsible for advising their cooperators that reimbursement of base time is **not guaranteed** -- it should be set up as a contingent accounts receivable. In no case will CAL FIRE pay for the base time of a cooperator for post coverage (a person to handle the staff person's regularly assigned duties).

Base time should **not** be added to CDC FC-77s since their contractual agreements with CAL FIRE already fund the replacement costs of correctional officers dispatched with fire crews. Also, if CAL FIRE has already agreed to pay for post coverage behind a CYA staff person, then that staff person's base time is not billable under any circumstances since CAL FIRE has already funded the replacement cost for that staff person.

Should an incident later prove to be reimbursable, the individual preparing the FC-40 will notify the Camp Division Chief of the need for an amended FC-77. Please note, however, that FEMA will not reimburse either CAL FIRE or its cooperators for base costs.

ADJUSTMENTS TO FC-77 FOR THE ACTIVITY REPORTING AND COSTS PROGRAM (ARC)

3863.1.6

(No. 29 March 2006)

When an ARC is prepared, certain costs summarized in the FC-77 may need to be deleted from the ARC, depending upon the source of reimbursement. Generally, this is not going to affect the level of reimbursement paid to the cooperator, only the funding source. See Section 3864, et seq.

HOW TO COMPLETE FC-77

3863.1.7

(No. 16 March 2002)

Please refer to blank and sample FC-77s. Instructions for completing the form are as follows:

A. Top block of the front side of form.

Camp Number - Enter the number assigned to the camp by the cooperating agency.

Fiscal Year - Enter the last two digits of the fiscal year.

Invoice Number - This will be completed by the appropriate accounting office for all camps except CDC Sierra and Susanville administered camps. If the FC-77 is to be used as the billing invoice, type "Invoice" at the top of the form and type in the mailing address where the payment should be mailed.

For CDC Sierra and Susanville administered camps, the Camp Division Chief should type or hand print the address for Sierra/Susanville Conservation Center (whichever is appropriate) at the top of the form. The CDC Camp Commander should issue the invoice number under the instructions he/she may have received from the conservation center.

Department of Corrections
Sierra Conservation Center
P.O. Box 497
Jamestown, CA 95327-0497

Department of Corrections
California Correctional Center
P.O. Box 790
Susanville, CA 96130

Camp/Center - This is the name of the conservation camp or fire center where crews or staff are assigned.

Date - This is the date the form is prepared.

Order Number - This is the incident order number given to the crews by the command center at the time of dispatch.

Unit or Agency - This is the CAL FIRE Unit or the name of the National Forest, National Park, or other agency where the incident occurred and originates the order number for the crews.

Fire or Incident # - The CAL FIRE fire number and the Unit identifier with the incident number. This may not be the same as the order number. For example, the order number may be issued by the USFS and CAL FIRE will issue an incident and fire number for administrative and accounting purposes. These numbers may be obtained from the appropriate command center.

Fire/Incident Name - The name given to the incident. This can usually be determined by the name the Incident Commander used during the incident. It may also be obtained from the unit command center.

CAL FIRE Liaison - The name of the CAL FIRE technical specialist/crews. If there is no tech/specialist, enter the name of the CAL FIRE IC or Agency Representative.

Cooperating Agency Liaison - The name of the CDC, CYA or Agency Representative coordinating the crews on the incident. On small incidents, this may be the officer accompanying the crews.

General Location - The name of the nearest town or well known landmark. This is used to help persons who are not involved in the incident who must process the form to identify where the incident occurred. This is important to help determine who to charge the cost of the crews.

Incident Date - The date the incident started.

At this point, leave the balance of page 1 incomplete and move to page 2 (back side) of the form.

B. Block 1 -- Crew activity time (page 2 of form)

Information for this block is taken from the FC-33As for the crews.

Crew # - The number given to the crew by the camp. (i.e., Oak Glen 1, Eel River 2, etc.)

Fire Captain - The CAL FIRE supervisor in charge of the crew. If the supervisor changed during the incident, enter both leaders' names. Use first initial and last name.

Number in Crew - The number of crew persons to be paid on the incident.

Dispatched Date/Time - The date and time the crews were dispatched or assigned to the incident.

Crew Hours - Enter the **total hours to be paid** to all crew members. For CDC inmates and CYA wards, show all hours in the "regular" column.

Total - Enter the sum of hours in each column for all crews.

C. Block 2 -- In-camp personnel overtime (page 2 of form)

This block is used to report emergency pay authorized for inmates or crew persons who worked for the incident but who remained in camp.

This may include such people as kitchen crew, mechanics, tool sharpeners or other workers. FC-33As are required to substantiate the hours to be paid.

Above the block for hours at the top of the form, write in the request number that was used for the in-camp personnel. The request number of the in-camp personnel should be the same number as the first crew dispatched from that camp to the incident.

Name - Inmate, ward or crew person's last name and first initial.

Job - The assignment for which the person is being paid.

Date - The date the person performed the work. If the time is for more than one day, enter the start and end dates.

Hours - The hours to be paid to that person.

Total - The sum of all hours shown in the hours column.

D. Block 3 -- Cooperating agency employee worktime

The information for this block is taken from FC-33Cs turned in to the Camp Division Chief by CDC or CYA custodial personnel showing the time (hours) worked that will be reimbursed by CAL FIRE. Leave the base time portion blank unless the Camp Division Chief verifies that the incident is cost-recoverable. **Always leave the base time portion blank for CDC.**

Name/Title - Enter the employee's last name and title abbreviation. Example: Jones, R. C/O.

Incident or Camp - Indicate whether the employee worked at the incident or was paid for duties performed at the home camp.

Date - The date the employee was dispatched or started the assignment.

Hours - Enter the total overtime to be paid the employee.

Hourly Rate/Cost - Leave blank. The cooperating agency camp administrator or accounting office personnel will complete.

Totals - Will be completed by the cooperating agency camp administrator or accounting office personnel will complete.

E. Block 4 -- Complete only if additional pages are attached.

If additional space is necessary for recording information in blocks 1, 2 and 3, complete block 4 (it is self-explanatory) and use additional sheets of paper. Be sure to complete block 4 on **all** additional sheets of paper.

The original FC-77 will be page 1 with additional pages numbered consecutively. Totals from all pages will be consolidated on the front of the original FC-77 (first page). CALSTARS coding and signature of the CDC chief of administration will be completed on the original (first) page.

F. Completion of page 1

After completing page 2 of the form, return to page 1 and finish the remainder of the blocks.

Total Crew Hours for Pay - Enter the total crew hours for pay taken from the total box in Blocks 1 and 2. Multiply by the current pay rate and enter in the line to the right.

Example:

345 hrs. X \$1.00 = \$345.00

For CCC crews, there may be two separate wage rates. They may be entered on the same line as long as the different hours and rates are identifiable.

Example:

80 hrs. X \$5.40 = \$432.00

60 hrs. X \$7.04 = \$422.40

Total Cooperating Agency Employee OT Cost - The figure arrived in the total box of block III. Entered by Camp administrator or accounting office of cooperating agency.

Staff Members Travel Expense - This is completed by the camp administrator or the cooperating agency accounting office. Show mileage rate and actual miles for privately-owned vehicles. Total all charges submitted by custodial employees on the Travel Expense Claim forms and include here. (This includes items such as daily incidental expenses, overtime meals or other business expenses that have been approved.)

Emergency "Fire Line" Meals - Enter the number and current approved cost per meal for emergency meals served at the camp/center which will be billed to CAL FIRE. Multiply the number of meals by cost and enter the result in the box to the right.

Other Related Expense - Identify the type of expense (medical, incidental expense, etc.) and enter total costs in the box to the right. Attach documentation. This is usually completed by the camp administrator or cooperating agency accounting office.

Reimbursement for mileage costs of state-owned CDC and CYA vehicles assigned to an emergency incident will be allowed at the rates established by the Department of General Services (DGS).

If the vehicle is provided with fuel by CAL FIRE, the total claim for mileage for that vehicle must be reduced by 10 miles for each gallon of fuel provided. All mileage for agency-owned vehicles should be totaled, multiplied by the mileage rate and entered here. Attach copies of the FC-33C as support documentation. CAL FIRE will pay the administrative charge on mileage reimbursement.

Subtotal - Add all figures recorded in the right-hand column of the dollar costs. This may be done at the cooperating agency's accounting office.

Billing Agency Administrative Charge - The cooperating agency will complete this. The Camps Office at Sacramento Headquarters will obtain the administrative charge rates from the various cooperators and publish the rates with a letter each year when revised.

Estimated Total Costs - The sum of all costs. This may be completed by the cooperating agency's accounting office.

CALSTARS Coding - Enter the appropriate index, object, PCA codes and amounts. The object code is determined based on the billing agency. There is one object code for each agency. They are:

398.03 California Conservation Corps
398.04 Department of Corrections
398.05 Department of Youth Authority

These object codes are the only codes authorized to be used. The FC-77s do not need to be broken out based on meals, travel and labor. Everything is lumped together into the one object code.

Submitted as Correct By - The Camp Division Chief will sign.

Accepted as Correct By - The camp administrator or the appropriate agency accounting officer will sign.

DESCRIPTION OF THE FC-77A

3863.2

(No. 298 March 2006)

The FC-77A is the cost summary for CCC crew and staff (i.e., non-CAL FIRE staff) used on incidents or for incident support.

The FC-77A is used as support documentation to invoices submitted by CCC. It is also an input document to the Cost Recovery Package, and as such is designed to expedite the time process of determining the total of recoverable costs from billable incidents involving USFS, BLM, other federal agencies and civil entities.

The FC-77A is a one-page, two-sided form which must be completed with an original and two copies. The original is sent to CCC Sacramento Accounting Office, a duplicate is sent to the unit responsible for incident for inclusion in the ARC, and the third copy is maintained for their (center) files.

WHEN REQUIRED

3863.2.1

(No. 16 March 2002)

The FC-77A is to be used for all emergency incidents, i.e., fires, floods, OES requests for manpower, etc. It will also be used for VMP burns. A separate FC-77A is required for each incident. . Who is responsible for payment will depend on how the resource was tasked or requested. For example, during a Declared State of Emergency, OES may task CCC to provide the personnel to mitigate the emergency. CAL FIRE would not responsible for the payment of the FC-77. The FC-77 may be used to assist in tracking the costs generated by the incident.

WHO PREPARES; TIMELINES FOR SUBMISSION

3863.2.2

(No. 16 March 2002)

The CCC Center clerk will compile the FC-77A from FC-33s and FC-33As within 30 days of the incident sign it and forward as described in Section 3863.2, above. The CCC Sacramento Accounting Office must submit an invoice for the FC-77A to CAL FIRE Sacramento Accounting Office **within 90 days** of the incident. CAL FIRE Sacramento Accounting Office will submit the invoice to the fire unit for approval prior to payment.

WHEN BASE TIME MAY BE ADDED TO THE FC-77A

3863.2.3

(No. 16 March 2002)

When fire crews are dispatched on a reimbursable incident (assistance-by-hire or cost share) the CCC corps members and CCC staff base time **may** be reimbursed and should be included on the FC-77A. CCC's accounting office is to be advised that reimbursement for base time will be sought but may not be received (depending upon whether, and to what level, CAL FIRE receives reimbursement for its own base costs.) **Do not routinely include base time on the FC-77A.** Should an incident later prove to be reimbursable, CAL FIRE Sacramento Accounting Office will notify CCC Sacramento Accounting Office that an amended FC-77A is needed.

Please note, however, that FEMA will not reimburse either CAL FIRE or its cooperators for base costs.

HOW TO COMPLETE THE FC-77A

3863.2.4

(No. 16 March 2002)

Instructions for completing the form are as follows:

A. Top block of the front side of the form

Invoice No. - The number of the billing invoice to the agency receiving service from CCC. This is to be entered by CCC Sacramento Accounting.

Enter/Satellite - Enter the service district name.

Date - Enter the date the FC-77A is completed.

Order Number - This is the incident order number given to the crews by the command center at the time of dispatch.

Request Number - This is the specific request number for the order given to the crew by the command center at the time of dispatch.

Unit or Agency - The CAL FIRE Unit or name of the National Forest, National Park, or other agency where the incident occurred and which originates the order number for the crews.

Incident Number - The Unit identifier with incident number (e.g., SNU-1892). This may or may not be the same as the order number.

Incident Name - This is the name given to the incident. This can be obtained from the unit command center.

CAL FIRE Liaison - This is the name of the CAL FIRE Technical Specialist/crew that is assigned to the crew. If none is assigned, then this is the supervisor of the crew at the incident.

Incident Date - The date the incident started.

Gen. Location - The name of the nearest town or well-known landmark. This is important in helping determine who to charge for the cost of the crews.

B. Block 1 -- Crew Costs (page 2 of form)

Crew Number - Enter the crew number as assigned by the service district.

Supervisor's Name & Crew Duties - Enter the first and last name of the staff C-1 (print). Enter crews' duties at incident (e.g., Incident Base Support, Mop up, Div. A, etc.)

Number-Corps Members on Crew - Enter the total number of corpsmembers on the crew (do not include staff C-1).

Dispatched - Enter the date and time the crew committed to the incident. Note: Date and time must agree with the FC-33A.

Crew Hours Regular - Enter the total regular time crew hours from the FC-33A.

Crew Hours Overtime - Enter the total overtime crew hours from the FC-33A.

Total - Add the total regular crew hours column and the total overtime crew hours column; enter totals for each column.

C. Block 2 -- Staff Costs (page 2 of form)

Crew Number - Enter the crew number of the crew supervised.

Name and Title - Print the first and last name of the CCC crew supervisor. Enter the title (C-1, etc.).

Start Date - Enter the date committed to the incident from the FC-33.

Regular Hours/Rate - Enter the total number of regular time hours on the incident from the FC-33 and the regular time hourly salary rate.

Overtime Hours/Rate - Enter the total number of overtime hours on the incident from the FC-33 and the overtime hourly salary rate.

Total Cost - Regular Overtime - Enter the total cost (hours x rate) of staff regular hours and the total cost there is if staff overtime (hours x rate) in the specified columns.

Totals - The total regular time costs column and the overtime costs column; enter on the line directly across from "totals" for each column.

Benefits - Multiply the total of each column (x), the benefit rate and enter the total benefit rate for each column.

D. Block 3 -- Vehicle Costs (page 2 of form)

Type - Enter the type of vehicle, CCV, pick up, sedan, etc.

License Number - Enter the vehicle license number. (This is for CCC owned vehicles only.)

Vehicle Mileage - Miles/Rate - Enter miles from the FC-33A. For vehicles other than crew vehicles, sedans, pick ups, etc. enter the total miles from the FC-33 of the person driving the vehicle and enter the current mileage rate for the type of vehicle in the appropriate column.

NOTE: Since Department of General Service does not have a rate for CCVs, CCVs owned by California Conservation Corps are reimbursed at the CAL FIRE reimbursement rate used for cost recovery program

Daily Rate - Days/Rate - Enter the total number of days the vehicle was used for the incident and the current daily rate for the type of vehicle in the specified column.

Vehicle Costs - Miles/Days - Multiply the total miles (x) rate and total days (x) daily rate and enter each in the specified columns.

Total Vehicle Costs - Total the vehicle miles column and days column and enter the totals for each column.

Remarks and/or Other Information - This is to be used for any other information or clarification.

E. Completion of page 1

After completing page 2 of the form, return to page 1 and finish the remainder of the blocks.

Base Costs:

This is normally not billed for CAL FIRE fires. Refer to Section 3863.2.3.

1. **Corpsmember Regular Time** - Enter the total crew regular hours from the Crew Costs block on the back side of the form. Enter the regular time hourly rate and multiply the rate (x) hours. Enter the total cost on the line at the right.
2. **Staff Reg. Time** - Enter the total staff regular time costs from the Staff Costs block on the back side of the form.
3. **Staff Reg. Time Benefits** - Enter the total regular time staff benefits from the Staff Costs block on the back of the form.
4. **Total Base Costs** - Add corpsmember regular time, staff regular time and staff benefits and enter the total.

Overtime Costs:

1. **Corpsmember Overtime** - Enter the total crew overtime hours from the Crew Costs block on the back side of the form. Enter the overtime hourly rate and multiply rate (x) hours. Enter the total on the line to the right.
2. **Staff Overtime** - Enter the total staff overtime cost from the Staff Costs block on the back side of the form.
3. **Staff Overtime Benefits** - Enter the total staff benefits from the Staff Costs block on the back side of the form.
4. **Total Overtime Costs** - Add corpsmember overtime, staff overtime, and staff benefits and enter the total.

Crew Transport Costs:

1. **Vehicle Mileage** - Enter the total vehicle mileage costs from the Vehicle Costs block.
2. **Daily Rate** - Enter the total days cost from the Vehicle Costs block on the back side of the form.

Travel and Other Costs:

1. **Travel Expense** - Enter the total amount of all travel expense claims. A copy of each claim must be attached.
2. **Other Expenses** - Enter the total amount of other miscellaneous costs incurred on incidents. A copy of supporting documents (SPO, etc.) must be attached.

Total Costs: Add the total costs from each section above and enter the total cost to be charged to the incident.

Prepared By and Phone Number: Print the name, area code and telephone number of the person who prepared the FC-77A for billing.

The documents which pertain to this section include:

CDC flow chart ([see exhibit](#))

Sierra and Susanville flow chart - processing channels ([see exhibit](#))

CYA Camps flow chart ([see exhibit](#))

FC-77, Camp/Center Emergency Time Report

CDC FC-77; no cost recovery

CDC FC-77; CDC vehicle fuel replacement

CYA FC-77; no cost recovery

CYA FC-77; cost recoverable

FC-77A - cost summary

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)