

Policy and Procedure 3-5 Personnel, Vehicle, Equipment, Service and Publication Rates

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Codes/Mandates: N/A

References: [CAPP Manual Topic 20335](#)

Forms: Form 3.1 Request for Billing
Form 3.6 Employee Reimbursement Request
Form 4.10 Prescribed Burning Services Agreement
Form 7.1 Forest Management Services Agreement
Form 7.4 Reforestation of Timberlands Project Report
Form 7.10 Forest Stewardship Program Application
Form 12.1 Reforestation Tree Seedling and Service Order
DOA Travel Expense Reimbursement Voucher and Distribution Continuation Sheet

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PURPOSE

To provide the standard established rates for personnel, vehicles, travel, equipment, publications and services.

POLICY

It shall be the policy of the agency to maintain standard rates to be used consistently within the agency when charging for services, fire suppression costs, equipment rentals and mileage reimbursements.

DEFINITIONS

“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“M&IE” means meals and incidental expenses.

“Per diem” means a specific amount of money an organization gives an employee per day to cover living expenses when traveling for work.

PROCEDURES

Personnel, Vehicle, Equipment and Service Rates

Expense Reimbursement Mileage Rates	
Personal Mileage Rate	\$0.56 per mile
Fleet Mileage Rate	\$0.246 per mile
Non-Taxable Mileage Rate for Moving and Relocation Reimbursement	\$0.16 per mile
Personnel Rates	
Personnel Hours: Full-time (Service provided by other full-time personnel)	\$35.00 per hour
Personnel Hours: Full-time (Service provided by RT-funded personnel)	\$35.00 per hour
Personnel Hours: Part-time (includes fringe benefits)	\$13.50 per hour
Part-time Firefighter Pay Rates	
Part-time firefighter pay rates are established based on training and experience.	
Level 1 Firefighter	\$10.46 per hour
Level 2 Firefighter	\$12.38 per hour
Level 3 Firefighter	\$14.85 per hour
Note: For the purpose of fire suppression collections, a flat rate of \$11.00 per hour is used to calculate the suppression costs on the Form 1.	
Vehicle Mileage Rates	
Car, Brush Truck, Sport Utility, Van, Pickup, Utility (Current IRS Vehicle Rates)	\$0.56 per mile
Lowboy, Tractor Trailer, Stake Body, Transport (Current IRS Vehicle Rates)	\$1.50 per mile
Equipment Rental Rates	
These rates are for equipment rental only and do not include the cost of an operator.	
Delivery: Brush Drum Chopper or Bush and Bog Disk	\$300.00 per tract
Rental: Planting and Site Preparation Equipment (minimum charge of \$75)	\$15.00 per acre
Equipment Services Rates	
These rates are for equipment use only and do not include the cost of an operator. Operator hours must be added.	
Equipment Services: All-Terrain Vehicle (ATV) (minimum charge of \$10)	\$10.00 per hour
Equipment Services: Brush Truck (minimum charge of \$70)	\$35.00 per hour
Equipment Services: Small Equipment (Chainsaws, Fireline Blowers, Brushcutters) (minimum charge of \$5)	\$5.00 per hour
Equipment Services: Tractor (minimum charge of \$130)	\$65.00 per hour
Equipment Services: Tractor Standby (minimum charge of \$60)	\$30.00 per hour
Burn Fuel Mix	\$3.50 per gallon
Note: If a tractor or ATV is taken to an operation location and is never started and unloaded from the transport or trailer, applicable transport vehicle mileage applies. If the tractor or ATV is started and unloaded from the transport or trailer, the minimum charge will apply whether the equipment is used further or not.	
Forest Management Services Rates	
Delivery: Seedlings (per loaded mile) (minimum charge of \$50)	\$2.00 per mile
Planting Coordination (VDOF will coordinate planting for the landowner and sample quality of work.) (minimum charge of \$75)	\$5.00 per acre
Riparian Buffer Tax Credit Application Processing and Administration	\$150.00 per application
Stewardship Plan Preparation/Revision (minimum charge of \$200)	\$1.50 per acre

<ul style="list-style-type: none"> ◆ The minimum charge does not apply if the existing plan is less than 5 years old and an acreage addition is written as an addendum to the plan. 	
Land Use Plan Preparation	\$200.00 per plan
Timber Marking – Hardwood on Private Land > 6 acres (minimum charge of \$90)	\$15.00 per acre
Timber Marking – Pine on Private Land > 6 acres (minimum charge of \$90)	\$25.00 per acre
Prescribed Burning Services Rates	
Line Construction <ul style="list-style-type: none"> ◆ Transport mileage billed at current transport per mile rate ◆ Tractor use billed at current tractor per hour rate (minimum charge applies) <ul style="list-style-type: none"> ➢ Any existing tractor expenses for standby services can be calculated into the tractor minimum charge when line construction is needed. ◆ Personnel time billed at current personnel per hour rate 	transport mileage rate per mile tractor rate per hour personnel hours rate per hour
Prescribed Burning Full Service – Site Prep Burn <ul style="list-style-type: none"> ◆ All related burning costs are included in the per acre cost. 	\$30.00 per acre
Prescribed Burning Full Service – Other Burn Types <ul style="list-style-type: none"> ◆ All related burning costs are included in the per acre cost. 	\$25.00 per acre
Prescribed Burning Assistance <ul style="list-style-type: none"> ◆ Vehicle mileage billed at current vehicle per mile rate ◆ Personnel time billed at current personnel per hour rate 	vehicle mileage rate per mile personnel hours rate per hour
Prescribed Burning Standby <ul style="list-style-type: none"> ◆ Transport mileage billed at current transport per mile rate ◆ Tractor billed at current tractor standby per hour rate <ul style="list-style-type: none"> ➢ If tractor is unloaded and operates for any purpose, the current tractor equipment service rate will be used for the operating time. ◆ Personnel time billed at current personnel per hour rate 	transport mileage rate per mile tractor standby rate per hour personnel hours rate per hour
Other Services Rates	
Seed, Fertilizer, Other Product for Stabilization (Supply Cost)	actual cost per project

Publication Rates

Publication Rates	
Common Native Trees of Virginia Tree Identification Book	\$2.85 each plus tax - picked up
Common Native Shrubs and Woody Vines of Virginia Identification Book	\$2.85 each plus tax - picked up
Common Native Book Combo - one of each book (Tree book and Shrub book)	\$4.75 each plus tax - picked up
***To purchase books to be shipped, they must be purchased from http://www.shopdgif.com/	

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The director of finance, chief of administration and deputy state forester are responsible for the interpretation of this policy and procedure within their respective areas of responsibility.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Fernanda Crandol

Director of Finance Name (Print)

Director of Finance Signature

John Colligan

Chief of Administration Name (Print)

Chief of Administration Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature