



STATE OF ALASKA
Department of Public Safety
Alaska Fire Standards Council
MEMORANDUM OF AGREEMENT
Between

Name: _____

Address _____

City, State, Zip Code: _____

Phone Number: _____

PVN: _____ **Social Security Number:** _____
(State Assigned Number) (One time request to establish permanent PVN)

and the
Alaska Fire Standards Council

PURPOSE:

PERIOD COVERED _____
Start Date End Date

OTHER CONSIDERATIONS:
 Authorized fee for instructional services not to exceed: \$ _____
 Per diem for meals will not exceed: \$ _____
 Per diem reimbursement for lodging will not exceed: \$ _____
 Other expenses will be reimbursed with prior approval: \$ _____
FSC may cover all travel costs directly (air, car, etc.) \$ _____

SIGNATURES:

 Contractor

 Fire Standards Council
 (The above signatures constitute approval to proceed with the contract and/or project.)

Payment
 (To be completed by FSC after the project.)

SFY 12	Collocation Code	Account Code	Project Code	Instructor Fee	Reimbursement	Approval/Initial (Headquarters)	Course No.
Fee	12-35-0-111	73757					
Meals	12-35-0-111	72124					
Lodging	12-35-0-111	72126					
Mileage	12-35-0-111	72126					
Other	12-35-0-111	72126					
Total	12-35-0-111						

PLEASE READ REVERSE SIDE FOR INSTRUCTIONS

GENERAL

1. This form is created as an electronic form in MS Word. It may either be filled out electronically or by hand, and both pages must be submitted to FSC for reimbursement/payment.
2. All contract instructors must have a current State of Alaska Business license on file with the FSC office.
3. This form is limited to the costs of the Certifying Officer fee and travel reimbursement. The Certifying Officer will be paid per hours worked based on the Contractor Pay Document form or bid. The Department of Public Safety agrees to provide the person named herein with the necessary transportation and per diem consistent with Alaska Fire Standards Council policies.
4. The Fire Standards Council Executive Director is responsible for approving this contract.
5. The program account to be charged must be determined and approved by the Fire Standards Council Executive Director.
6. As a condition of performance the contractor shall pay all federal, state, and local taxes incurred by the contractor.

CONTRACTOR

Check the MOA for completeness and content and sign. Return to Fire Standards Council Office.

TRAVEL REIMBURSEMENT – CERTIFYING OFFICER PROGRAM

1. For reimbursement of **travel**, contractors who travel for the Fire Standards Council and purchase their own airfare, hotel lodging, or drive a personal vehicle must submit the following to the FSC Executive Director:
 - a. Travel itinerary
 - b. Contractor Pay Documentation form or bid proposal (complete and signed)
 - c. Certifying Officer report (complete and signed)
 - d. airline ticket receipts (as applicable)
 - e. mileage documentation (list on Contractor Pay Documentation form as applicable)
 - f. lodging receipts (as applicable)
2. Reimbursement of meal **per diem** will be calculated using the current State of Alaska Administrative Manual rate during the period of travel.
3. For reimbursement of **expenses not covered by transportation or per diem**, such as out-of-pocket expenses, the contractor must submit documentation and explanation of such expenses. Documentation must include original receipts.