## LODGING NOT SECURED WITHIN A REASONABLE TIME

## **CLAIM BASIC DAY**

We were called for the XXXXXXX-XX at XX:XX at CIRQ-7. I tied up at XX:XX at CIRQ-7. We arrived at the Oak Tree Inn at XX:XX. There were no rooms available at the Oak Tree. At that time there were no rooms available at the alternate hotels. I notified CMS and they were unable to secure lodging for me at any other facility. I finally secured a room at XX:XX at which time I notified CMS and had my rest adjusted. Claiming a basic day for having to wait for lodging for over TOTAL TIME.

(must be greater than 1 hour after arriving at the lodging facility.)

Remember to document everything that happens on your Federal Tie Up Screen. You have 60 days from the time the claim happened to get it put in but only one chance to do your FRA Reporting correctly. So do the FRA Reporting and ask about the claim if you are not sure.