



**United States Department of the Interior
Bureau of Land Management
Wyoming State Office**



Special Recreation Permit Post Use Report

Due Date: Permit holders need to submit a Post Use Report December 31, annually

Name: _____ **SRP #** _____ **Use Year** _____

Use Fee Calculations: (Instructions on reverse)

1. Total Gross Income (a) _____

2. Deductions (b)Transportation Costs _____

3. Deductions (b) Lodging Costs _____

Note: Documentation in the form of copies of receipts must be included with the Post Use Report to claim deductions for transportation or lodging. -See instructions on reverse.

4. Total Deductions _____ (line 2 plus line 3)

5. Line 1 minus line 4 _____

6. Percent of total use that occurred on BLM land _____

Note: Documentation in the form of a Trip Log must be included with the Post Use Report to support request for a deduction for non public land use. -See instructions on reverse.

7. Fee adjustment factor (c)..(enter .2, .6 or 1.0,) _____

8. Adjusted Gross Income (line 7 times line 5) _____

9. Use fee multiplier (d) _____ .03

10. Use fee (line 8 times line 9) _____

11. Prepaid minimum annual fee is \$100.00 (fee will increase by \$5.00 3/13) _____

12. Other prepaid fees _____

13. Add lines 11 and 12 _____

14. Subtotal (e) (line 10 minus line 13, if less than \$0 enter \$0) _____

Note: Minimum fee is due before next use year starts.

15. Next year's minimum annual fee (**\$100**) _____

16. Reserved campsite fee (\$200 each site) _____

17. **Total amount due BLM (add lines 14, 15 & 16)** _____

Permittee

Date

Use Fee Calculation Instructions

(a) **Total Gross Income** – This is a total of all receipts from your permitted activity.

(b) Deductions

Transportation Costs – Either the actual amount paid to others or the current mileage rate allowance that the General Services Administration (GSA) allows for advantageous use of a privately owned vehicle, for government travel will be allowed for the permittee to provide client transportation to the local community or the permittee's headquarters. The intent is to allow adjustments for costs paid or borne by commercial permittees in bringing their clients to local communities or permittee's headquarters prior to the trip, or returning them from such points after the trip.

The intent is NOT to allow deductions for transportation costs between the local community or permittee's headquarters and the public lands.

This transportation cost adjustment is to be used for pre-trip or post-trip transportation only. The percent of total time adjustments discussed in (c) below does not apply to pre- and post-trip transportation, as this would create a double adjustment. Allowable transportation adjustments apply to both single day and multi-day trips.

Lodging Costs – The actual amount paid. Lodging costs paid for or borne by commercial permittees which are incurred on non-public lands before or after the permitted activity may be deducted.

Costs paid for or borne by commercial permittees for lodging on non-public land during the trip may not be deducted; However, the time spent at such lodging may be applied to the percent of time eligible for a fee reduction, as discussed in (c) below.

NOTE: The permittee is required to provide a signed BLM Trip Log, Operating Plan, lodging receipts or other information specified by the authorized officer to support requests for fee reductions and deductions.

(c) **Non-Public Land Use** – A deduction will be allowed for time spent off BLM administered public land from the time and date of entry to time and date of exit. This adjustment will be based on percent of total time on public lands from the following table:

Percent of total time on (BLM) Public Lands	Fee Reduction	Fee Adjustment Factor (for use on Pg. 1, part 5b)
Less than 6% (1 hr. 30 min. per 24 hr.day)	80%	.20
6-60%	40%	.60
61-100%	None	1.00

(d) **Use Fees** – will be three 3% (percent) of the permittee's adjusted gross income.

(e) **Amount Due** – Permittees must pay a minimum annual fee of \$100.00 paid in advance for each year the permit is in effect. The actual permit fee will be \$100.00 or 3% of adjusted gross income, whichever is greater. Payments in excess of this amount will be carried over to the following year, unless a refund is requested. Annual fees increase by \$5.00 every three years. Next increase will occur in 2013.

**ANNUAL COMPLETION OF THIS POST-USE REPORT
IS REQUIRED IN
ORDER TO KEEP YOUR SRP VALID.**

Thank You!