

EMPG Cash Request

What should I include when submitting my cash request for reimbursement?

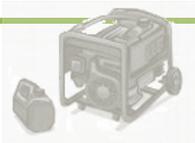
For Travel Costs

- ✓ Copy of the your County's travel policy
- ✓ Receipts/documents as required by travel policy
- ✓ Food expenses may not be submitted for more than the federal per diem rate (GSA.gov)

See Meeting/Training costs

For Equipment/Supply Costs

- ✓ Invoice (not quote) for equipment purchased
- ✓ Copy of proof that equipment is listed on the AEL
- ✓ Documentation that equipment is received on site and installed as necessary
- ✓ Proof of Payment containing amount, date, warrant number, cost allocation plan, countywide policy, etc... (i.e. expense detail, auditor's ledger)
- ✓ Copy of 3 quotes or bids according to the most strict procurement policy between local, state, and federal.



For Personnel Costs

- ✓ Timesheets to reflect all hours worked and show split between funding sources (i.e. EMPG, 911, EMS, etc...)

- ✓ Proof of payment containing, separated by employee, the breakout of compensation and benefits with amount, date, warrant number, etc... (i.e. pay stubs, payroll ledger)



For Contract Costs

- ✓ Copy of awarded contract for grant file
- ✓ Deliverables listed in the contract
- ✓ Terms of payment outlined in the contract
- ✓ For contracts to an individual, a signature of the "contractor" is required

All contracts must start and end within the grant performance period

Contracts may not be prepaid or prorated.

For Meeting/Training Costs

- ✓ Agenda/Course Description/Syllabus
- ✓ Attendance Roster/Course Certificate



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