

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
 - ✓ For Mileage, you will need the address to and from your departure and odometer readings or mapquest readout to describe the trip.
 - ✓ For Registration, you must submit an invoice and the agenda or a certificate of attendance.
- ***Food expenses must follow the most strict policy between local, state, or federal (gsa.gov).
- ***All travel expenses should be submitted as one line item.

For Equipment/Supply Costs

- ✓ Invoice (not quote) for equipment purchased
- ✓ Providing the entry from FEMA's Authorized Equipment List will help to expedite your Request for Cash
- ✓ 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)
- ✓ Depending on the cost, 3 quotes or official bids according to the most strict procurement policy between local, state, and federal.



For Personnel Costs

- ✓ Timesheets to reflect all compensated time 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, or spreadsheet signed off by fiscal officer)



For Contract Costs

- ✓ Copy of awarded and current contract for grant file
 - ✓ Deliverables listed in the contract or identified goals completed from the contract
 - ✓ Terms of payment outlined in the contract
 - ✓ For contracts to an individual, a signature of the "contractor" is required as well as that of the EMA director
 - ✓ Copy of 3 quotes or bids according to the most strict procurement policy between local, state, and federal.
- 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/ Signsheets
 - ✓ Attendance Roster/ Course Certificate
- See Travel costs

