	Michigan - MABAS	SOP or SOG #	
		Revision #	
		MI-MABAS Executive Board Approval	9/14/2022
SOP or SOG Name	MABAS MEMAC Reimbursement Guidance	MI-MABAS SOWG Approval	8/17/2022

MABAS/MEMAC Eligible Expenses Guide


This document is intended to be a quick reference guide to know what is eligible for reimbursement and what supporting documentation is typically required.

Personnel

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Salary:</u> Hours associated with a standard workweek at your regular rate of pay. Document all hours worked (start/end times) for the mission on a daily activity log.	<ul style="list-style-type: none"> Time and attendance records, including work schedule Proof of payment (e.g. payroll report or paystub) Daily activity log (e.g. ICS-214 or something similar)
<u>Overtime:</u> Hours worked in accordance with your employer's policy for overtime (or compensatory time) accrual. Document all hours worked on a daily activity log.	<ul style="list-style-type: none"> Time and attendance records, including work schedule Proof of payment (e.g. payroll report or paystub) FLSA status (exempt vs. non-exempt) Daily activity log Labor policy
<u>Fringe Benefits:</u> The cost of benefits the employer pays on your behalf, including amounts associated with the accrual of leave.	<ul style="list-style-type: none"> Employer contribution rate tables or payroll report showing contributions recorded to the financial ledger Calculations/prorations clearly explained Policy detailing leave accruals or any other benefit amounts


Travel

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Airfare:</u> Flights to and from the affected area. You or your employer shall make every attempt to secure the lowest available rate. Baggage fees shall be included with the cost of airfare.	<ul style="list-style-type: none"> Receipt or paid invoice showing name of traveler, dates of travel, itemization of costs, and confirmation of payment Baggage fees receipts Proof of reimbursement by Resource Provider to Deployed Personnel (if traveler paid out of pocket) Travel policy

	Michigan - MABAS	SOP or SOG #	
		Revision #	
		MI-MABAS Executive Board Approval	9/14/2022
SOP or SOG Name	MABAS MEMAC Reimbursement Guidance	MI-MABAS SOWG Approval	8/17/2022

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Auto Rental/Gas/Mileage – Ground Transportation:</u> Taxis, shuttles, or other ground transportation to get you to/from the airport, a collective departure point, or your work location.	<ul style="list-style-type: none"> • Receipt showing cost, date, origin, and destination • Proof of reimbursement by Resource Provider to Deployed Personnel (if traveler paid out of pocket) • Travel policy

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Auto Rental/Gas/Mileage – Personal Vehicle:</u> Use of your privately owned vehicle (POV). Basis for reimbursement is dependent on the employer's policy. FEMA or GSA rates can be used if no policy exists.	<ul style="list-style-type: none"> • Map showing route and miles traveled • Dates of travel • Proof of reimbursement by Resource Provider to Deployed Personnel • Highway and bridge toll receipts • Parking receipts • Policy with approved POV rate
<u>Auto Rental/Gas/Mileage – Rental Vehicles:</u> Rentals must be indicated in the agreement or justified in an emergency. Cost of the rental, insurance, fuel, etc.	<ul style="list-style-type: none"> • Rental agreement, showing name of renter and dates • Receipt of payment for rental • Fuel receipts • Highway and bridge toll receipts • Parking receipts • Proof of reimbursement by Resource Provider to Deployed Personnel (if traveler paid out of pocket)
<u>Lodging:</u> Attempt to secure government per diem rates for lodging, if possible. Reimbursement will follow the employer's travel policy.	<ul style="list-style-type: none"> • Invoice or receipt from vendor showing dates of stay, charges, name of guest, and method of payment • Proof of reimbursement by Resource Provider to Deployed Personnel (if traveler paid out of pocket) • Travel policy
<u>Government Vehicle:</u> Two options for government owned vehicles (GOV) – cost of fuel or miles driven. Mileage is at the stated rate in the employer's travel policy. If no policy exists, the GSA rate may be used.	<ul style="list-style-type: none"> • Fuel receipts, if not claiming mileage (credit card statement will not suffice) • Maps showing route(s) with miles traveled, if claiming mileage • Highway and bridge toll receipts • Parking receipts • Policy with approved GOV rate • Daily activity logs should capture use of

	Michigan - MABAS	SOP or SOG #	
		Revision #	
		MI-MABAS Executive Board Approval	9/14/2022
SOP or SOG Name	MABAS MEMAC Reimbursement Guidance	MI-MABAS SOWG Approval	8/17/2022


	the vehicles throughout the deployment
<u>Meals:</u> Two options for cost of meals – per diem or actual cost. Basis for reimbursement is dependent on the employer's policy.	<ul style="list-style-type: none"> Actual costs (e.g. receipts) must be itemized to include: vendor name, date, location, items purchased, and payment method Travel policy or documented per diem rate Proof of reimbursement by Resource Provider to Deployed Personnel (if traveler paid out of pocket) Track and document meals by breakfast, lunch, and dinner for each deployed individual – costs should not be aggregated

Equipment

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Operating Costs – Vehicles or Machinery:</u> Two options – claim the cost of fluids (e.g. fuel, oil, etc.) or usage cost. Utilize an approved use rate schedule or FEMA's Schedule of equipment rates, if the employer does not have a rate schedule.	<ul style="list-style-type: none"> Receipts for fluid (e.g. fuel or oil) consumption, if not claiming usage rate Local, state, or federal policy for equipment rates, if basis of reimbursement is usage Daily activity logs documenting name of the operator(s), dates, time, and description of use for the equipment; hours shall not exceed the operational work hours for any given day
<u>Maintenance Costs – Vehicles or Machinery:</u> Costs of routine maintenance to keep vehicles or machinery operational. If claiming usage rates above, the routine maintenance is included in that rate.	<ul style="list-style-type: none"> Receipt or paid invoice for maintenance costs, if not claiming usage rate Past maintenance schedule for the equipment Daily activity logs documenting name of the operator(s), dates, time, description of use for the equipment, and justification for maintenance

Commodities


Details of Expense Eligibility	Documentation Required for Reimbursement
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	Michigan - MABAS	SOP or SOG #	
		Revision #	
		MI-MABAS Executive Board Approval	9/14/2022
SOP or SOG Name	MABAS MEMAC Reimbursement Guidance	MI-MABAS SOWG Approval	8/17/2022

<u>Consumables and Supplies:</u> Examples include office supplies, latex gloves, MREs, bottled water, and medical supplies. Items must be consumed during the course of the mission.	<ul style="list-style-type: none"> • Receipt or paid invoice when items were purchased prior to/during the mission • Inventory records, to include the current valuation of the inventory, if items came from a Resource Provider's own stock • Daily activity logs should notate purposed and rate of consumption
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Other

Details of Expense Eligibility	Documentation Required for Reimbursement
<u>Repair or Replacement of Equipment:</u> Return equipment to pre-deployment condition due to damages sustained or its destruction during the mission. Uninsured or self-insured equipment must factor in depreciation and salvage value. Insured equipment eligibility is limited to the paid deductible and uninsured amount. Damaged or destroyed equipment must be reported to the Requesting and Assisting Jurisdictions as soon as possible.	<ul style="list-style-type: none"> • Photographs of the damage to the equipment • Written explanation on how the equipment was damaged or destroyed (e.g. affidavits or police reports) • Insurance policy, if applicable • Depreciation schedule, to include original purchase price • Amended agreement for the repair or replacement costs • Copies of vendor quotes or estimates • Copy of procurement policy • If Requesting Jurisdiction provides services for repair, then no reimbursement will be requested
<u>Purchases of Equipment:</u> Written consent must be received from an Authorized Representative of both Requesting and Assisting Jurisdictions	<ul style="list-style-type: none"> • Written approval from Requesting and Assisting Jurisdictions • Receipt or paid invoice • Amended agreement

	Michigan - MABAS	SOP or SOG #	
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prior to purchase. Purchased equipment is the property of the Requesting Jurisdiction unless reimbursement is not requested.	
<u>Restoration of Equipment:</u> Costs for cleaning, decontaminating, or restoring equipment to its pre-deployment condition.	<ul style="list-style-type: none"> • Receipt or paid invoice • Supporting evidence showing the reason for cleaning, decontamination, or restorative costs • Amended agreement