

The Emergency Management Accreditation Program (EMAP) Commission recognizes that volunteers and personnel may be required to travel or incur other expenses in order to conduct business and to further the mission of this non-profit organization. This policy applies to all individuals traveling on behalf of EMAP. EMAP will reimburse travel expenses for authorized individuals traveling away from home for approved EMAP activities. EMAP reimburses travel expenses in accordance with federal guidelines and the travel policies of EMAP.

When incurring business expenses, EMAP expects individuals to:

- Exercise discretion and good business judgment with respect to those expenses, while insuring the expenses incurred bring value back to EMAP.
- Be cost conscious and spend EMAP money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, on appropriate forms, supported by the required documentation, as they were actually spent.

Expense Report Policies

In order to efficiently process travel expenses reimbursements, it is required to scan or submit all original receipts and signed documentation (including the expense report) for all expenses listed on the report that is not considered meal per diem or travel mileage (travel mileage requires a map of proven mileage). All travel reimbursement submissions will need to be complete, signed, scanned and emailed with all appropriate documentation.

Reporting Frequency

Expense reports must be submitted on a per trip basis and must be submitted no later than 30 days after return. No more than one trip may be submitted on each expense report. EMAP reserves the right to refuse reimbursement if the report is late or if multiple trips are submitted on a single report.

Instruction for Expense Report Completion

The expense report requires documentation of date of travel, lodging, meals, transportation, taxis, car rentals, mileage, tolls and description of other expenses such as parking fees and airline baggage fees. The expense report will also need to be signed, dated and have all accurate information included on the report. Reimbursement will be provided via USPS as a hardcopy check made out to the traveler and forwarded to the Mailing Address provided by the traveler on the Expense Report.

The following categories listed (in order from left to right) on the expense report form with the respected information goes as follows:

- Hotel: Total daily hotel rate including all taxes for that particular day
- Breakfast: meal per diem (whether travel day or meeting day) for breakfast
- Lunch: meal per diem (whether travel day or meeting day) for lunch
- Dinner: meal per diem (whether travel day or meeting day) for dinner
- Transportation: airline tickets (when applicable); car rentals; bus tickets (when applicable); train tickets (when applicable); taxi charges
- Other: Includes incidentals from meal per diem; mileage for personal vehicles; airline baggage fees; fuel for rental car; all parking (hotel, airport, etc.); tolls; subway fees

The following documentation for travel expense reimbursement is required:

- Air travel: Original passenger receipt for baggage fees

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- Hotel: Original folio plus credit card voucher or proof of purchase
- Car: Original rental agreement plus credit card voucher or proof of purchase
- Other expenses: Credit card voucher or cash register receipt
- Meal per diems should clearly reflect 75% on travel days and any meals provided
- Mileage reimbursement request should be accompanied by a “MapQuest” or “Google Maps” like document showing the actual miles.

A complete and accurate name and address is required for submission of the expense report. At times, EMAP will arrange for direct-billing of specific travel expenses (e.g., airfare and hotel). In those instances, EMAP will not reimburse individuals for such expenses.

Expense Report Reimbursement

All reimbursement requests must be submitted on an Expense Reimbursement Form. Expense reports may be submitted via email. Reimbursements may take four to six weeks to process from the time of submission.

Please email the completed and signed Expense Reimbursement Form along with all proper reporting documentation (scanned receipts) to: Nicole Ishmael: nishmael@emap.org.

Requirements for Using Travel Agency of Record

EMAP has the authority to use the travel agency of record for the organization. EMAP will reimburse discounted and/or coach airfare up to \$600 U.S. (including taxes and fees). Any airfare over \$600 must be pre-approved. The EMAP traveler should accept the lowest airfare available within two hours of desired departure or arrival time. Travelers will request logical routings and use of connections-connecting, rather than non-stop flights. Tickets should be purchased reasonably in advance to assure lowest airfare, if possible. It is the responsibility of the traveler for any additional costs and/or fees if they choose to arrive and/or leave prior to the scheduled arrival and/or departure date and time. All Airfares will be reviewed by the EMAP Staff Liaison to ensure arrival and departure times concur with the assessment, meeting, etc. Once reviewed by the EMAP Staff Liaison, all flights will be approved by the EMAP Executive Director or Assistant Director.

Allowable Air Class Seating

Coach or discounted fares are required for all travelers. Travelers have the option to upgrade to another class or their seat options at their own expense.

Frequent Flyer Points

Frequent flyer points accrued by travelers may be redeemed for personal use. Travelers may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive, comparable tickets are available on another airline.

Reward Flights

Reward flights are more commonly provided by Airlines for taking later and/or overbooked flights. Travelers may choose to take a reward flight only when departing an EMAP hosted event as to not impact their presence at the event. Travelers may redeem these airline rewards for personal use.

Excess Baggage Fees

EMAP will reimburse expenses for one (1) baggage fee that is within the size and weight limits given by the airlines. Excess baggage fees due to more than one and/or an over-weight baggage fee will not be reimbursed by EMAP unless they have been authorized in advance by the Executive Director.

In-Flight Wi-Fi

EMAP does not reimburse for personal use of In-Flight Wi-Fi. Travelers may choose to purchase In-Flight Wi-Fi at their own expense.

Delays due to Inclement Weather

Flight delays due to inclement weather are possible. When flights from traveler's home causes a traveler to spend six or more hours in airport, then sent home due to flight travel not departing until the next day; the traveler will be reimbursed for two travel days to get to the destination (includes travel meal per diem, airport parking cost, and mileage). When flights from a destination causes overnight stays due to inclement weather, traveler will be reimbursed (if not by airlines) by EMAP for the hotel and one full day meal per diem will be granted on day of first attempt travel with one travel day meal per diem for day of actual travel. If a traveler receives meals and/or hotel vouchers from an airline then the traveler must notify EMAP.

International Travel

The Fly American Act states that any travel financed by the U.S. Government must conform to the Fly America Act, be in accordance with the Office of Management and Budget Cost Principles, and adhere to any travel guidelines provided by the funding agency.

International flights will still abide by the regulations and will use the Travel Agency of Record for booking travel needs. Meal per diem will be quoted from the US Department of State unless otherwise notified. Expense reports will still abide by the same format of reporting as domestic flights.

Alternate Transportation

Travelers who wish to use other forms of transportation, such as bus, train and/or automobile, may do so provided the cost does not exceed that of traveling by air. Any ground transportation mileage will be reimbursed if the primary form of transportation to the site is a personal vehicle, up to the cost of coach airfare (see ground transportation). An estimated flight cost must be submitted prior to travel from a credible source.

Ground Transportation

As of January 1, 2019, federal mileage per diem is \$0.58 per mile

Reimbursement for the use of a personally owned vehicle changes regularly. The current rate is posted above and will be updated to all volunteers and personnel when rate changes occur. All mileage reimbursements will require a map of stated mileage on the report. The best way to prove mileage is to print off maps/directions from websites such as MapQuest and Google Maps that show the exact distance for the expense report.

Taxis, parking, tolls, shuttles and/or app based transportation will be reimbursed for travel to/from airport or site location.

Gratuity

Please be advised that if the traveler chooses to provide gratuity for ground transportation that EMAP will not reimburse this expense as EMAP provides availability for this type of expense in the daily Meals & Incidentals rate provided to the traveler.

Automobile Rental

Automobile rentals must be pre-approved and assigned by the EMAP Staff Liaison and will be approved only if the nature of the business or location is such that rental is more practical and/or less expensive

than use of other available forms of ground transportation.

Automobile Rental Rewards

Automobile rental reward points accrued by travelers may be redeemed for personal use. Travelers may not deliberately patronize a single auto rental company to accumulate rental rewards if less expensive, comparable rentals are available at another rental company.

Size of the Automobile Rental Vehicle

In order to abide by EMAP and federal policy, mid-size class cars should be rented when available. At the discretion of the EMAP Staff Liaison, the rental of vans/larger vehicles may be appropriate when transporting several volunteers/personnel at one time to a meeting destination.

Automobile Rental Reimbursement

A copy of the automobile rental agreement is to be attached to the expense report. Refueling is required before return of the vehicle to the rental agency and the renter should make every effort to ensure that this is done in order to not incur more expenses for EMAP.

Lodging/Individual Travel

Hotel

Hotel accommodations will be reimbursed at approved hotel, rate, and specific number of nights that reflect the type of business that required the travel (on-site assessments, meetings, etc.). Pre-approval is required for any additional nights that may be required due to air transportation schedules. EMAP travelers may not change their hotels without receiving prior approval by the Executive Director. EMAP travelers may request room upgrades at their own expense, this will not be reimbursed by EMAP.

Early Check-Out Penalty

Hotels may charge an early checkout penalty. Usually, any changes to your departure date can be made up to the day of arrival. After check-in, guests departing earlier than the scheduled departure date may be charged an early departure fee. Responsibility of payment for an early departure fee is that of the EMAP traveler unless approved in advance by the Executive Director.

Internet Charges

Internet charges are the responsibility of the EMAP traveler unless approved by the Executive Director prior to travel.

Meals

EMAP awards the federal meal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the locale of the meeting and/or event. Domestic per diem rates are obtained from the United States General Services Administration for all locations. International per diem rates are obtained from the United States Department of State for all locations. Travel per diem will be given on travel days and full per diem any other days based on the physical location of the assessment and/or meeting. In cases where EMAP provides meal(s), those particular meal per diems will be deducted from the per diem rate total. Receipts for meals will not need to be added to the expense report when reporting meal per diem. The incidental amount given under the daily/travel meal per diem covers all gratuity for meals, travel and hotel staff; as well as snacks. Meals included in programmed events (breakfast at hotel, meals at conferences, etc.) will not be reimbursed, and the amounts of any such claimed meals will be deducted from the per diem rate.

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Parking/Tolls

Parking and toll expenses, including charges for hotel parking will be reimbursed. The costs of parking tickets, fines, car washes, valet services, etc. will not be reimbursed. Airport parking is reimbursable at the daily or long-term rate. On-airport parking is permitted for short EMAP trips. For extended trips and assessment weeks, individuals should use off-airport facilities, if available.

Gratuity

Please be advised that if the traveler chooses to provide gratuity for hotel staff that EMAP will not reimburse this expense as EMAP provides availability for this type of expense in the daily Meals & Incidentals rate provided to the traveler.

Personal and Spousal Travel Expenses

Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals and/or transportation, are the sole responsibility of the traveler and will not be reimbursed by EMAP. Expenses associated with travel of an individual's spouse, family and/or friends will not be reimbursed.

Contact

Please address all questions to Nicole Ishmael at 859/351-2350 or email at nishmael@emap.org.