



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Jared Moskowitz  
Director

## MEMORANDUM

**TO:** Emergency Management Assistance Compact (EMAC) Assisting States  
**FROM:** State of Florida, Division of Emergency Management  
**DATE:** January 1, 2020  
**SUBJECT:** Florida EMAC Reimbursement Information

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The State of Florida through coordination at the Florida Division of Emergency Management appreciates the support that assisting states are willing to provide in response to disasters. To ensure that assisting states are reimbursed in a timely manner, the following information provides guidance on specific information that **must** be included in reimbursement packages.

This memorandum provides guidance to assisting states on documentation required for reimbursement and does not aim to be an exhaustive guide. Additional documentation may be requested to verify costs from an EMAC Deployment.

### I. Submitting Reimbursement Packages

- a. All reimbursement packages need to include the following items:
  - i. Cover letter to include total mission cost, the point of contact for reimbursement, and where to send payment.
  - ii. W-9 Form
    1. Register in the [State of Florida Vendor Information Portal](#)
    2. Register with the [Chief Financial Officer's Website](#) for Substitute W-9 to be validated through the IRS
  - iii. Completed RSA
  - iv. Completed R-1 Form
  - v. Completed R-2 Form, with proof of payment to the entity
  - vi. [Completed Florida EMAC Expense Spreadsheet](#)
  - vii. Completed [ICS 214 Activity Logs](#), [ICS 218](#), or [Florida's Modified 214](#) that includes information for equipment and daily activity for **entirety of the deployment for all personnel**
  - viii. Proper backup documentation for all reimbursement requested
- b. Electronic Submissions are preferred, sent to [invoice@em.myflorida.com](mailto:invoice@em.myflorida.com) and [mutualaid@em.myflorida.com](mailto:mutualaid@em.myflorida.com).
  - i. Submissions must be **legible and clear**. Single-sided hard copies can be sent to the following address:

Florida Division of Emergency Management  
ATTN: Alonna Vinson, EMAC Coordinator  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399

## II. Information to Include in the Reimbursement Package

Backup documentation to support eligible expenses should be organized by category when submitting the reimbursement package. For example, all the backup documentation for equipment should be organized with other equipment information, and all personnel information should be submitted with all other personnel information for deployed personnel.

### a. Personnel

- i. Labor and Benefits Calculation Tab completed in the Excel Workbook
- ii. Pay Policy for the deployed personnel
- iii. Timesheet for deployed personnel
- iv. ICS 214 Activity Logs need to be included for **all** personnel deployed to verify detailed work assignments and hours worked.
- v. Backfill is eligible only if agreed upon in the RSA. Only overtime costs for backfill employees are eligible. Straight time for backfill personnel is not eligible.
- vi. Payroll registers with proof of payment for employees.
  1. Portal to Portal Reimbursement is not an eligible expense. This can only be claimed if working 24 hours continuously is included in the RSA and documented in a 214 and included in the pay policy for the deployed jurisdiction.
  2. Deployed personnel will only be reimbursed for actual hours worked.
- vii. Additional administrative costs for deployment preparation and other associated tasks are only allowable if agreed upon in the RSA.

### b. Travel

- i. Travel tab completed in the Excel Workbook
- ii. Travel Policy for the jurisdiction requesting reimbursement
  1. Per Diem/Meals Allowance cannot exceed the amount stated in Travel Policy
  2. Proof of travel reimbursement for deployed personnel
- iii. If a base camp is available, lodging is not eligible for reimbursement unless otherwise stated in the RSA.
- iv. If meals are provided at the base camp or worksite (EOC or otherwise) meals are not eligible for reimbursement.
- v. Receipts for airline travel, hotel if eligible, rental cars, and fuel for rental cars.
- vi. If traveling in a government vehicle, either mileage or receipts are eligible for reimbursement; both cannot be claimed.
  1. [ICS 218 \(Equipment Logs\)](#) or [Florida's Modified ICS 214](#) must be used to support reimbursement request if claiming mileage.

**c. Equipment**

- i. Equipment tab completed in Excel Workbook
- ii. Identify the correct vehicle rate on the FEMA Schedule of Equipment Rates to use for the duration of the deployment. Equipment Rates include all eligible costs such as depreciation, overhead, maintenance, field repairs, lubricants, tires. Therefore, these additional items are not eligible to be reimbursed separately.
- iii. FEMA Force Account Equipment Summary Record ([ICS 218](#)) should be completed for **all** equipment rates claimed. Please provide odometer readings when possible to validate vehicle mileage.
- iv. Equipment cannot be purchased during a deployment unless explicit permission is given in writing from the requesting state and included on the RSA or a subsequent amended RSA.

**d. Materials/Commodities**

- i. Materials tab completed in Excel Workbook
- ii. The authority to purchase materials and commodities on an EMAC Mission must be granted by the requesting state through the RSA.
- iii. Include all paid invoices or receipts

The State of Florida appreciates the vital support from EMAC Assisting states. For further guidance or clarification on any of these items, please contact Jessica Blake at [Jessica.Blake@em.myflorida.com](mailto:Jessica.Blake@em.myflorida.com) and Alonna Vinson at [Alonna.Vinson@em.myflorida.com](mailto:Alonna.Vinson@em.myflorida.com).

Thank you,

Kevin Guthrie, MA, MEP, CEM, FPEM  
Deputy Director  
Florida Division of Emergency Management