



Cache Rehab Costs

CACHE REHAB (EQUIPMENT REHAB)

Personnel labor costs are necessary to replenish, clean, and restore deployed equipment and vehicles to pre-deployment status once the Assisting Party has demobilized. FDEM will compensate Assisting Parties based on the actual hours the personnel dedicated to rehabilitating the equipment post-activation, adhering to the standard pay policy of the Assisting Party. Cache rehab hours should be claimed by the personnel labor required to conduct the cache rehab under the 'Personnel' tab of the claim in DEMES. Additional hours spent on equipment, damage reported during rehab, and additional materials and supplies are not eligible for reimbursement during cache rehab.

Cache Rehab is currently only allowable for SAR/USAR Teams (per prior negotiations with the SERT) that receive a demobilization order with authorization for cache rehab hours or when an Assisting Party has a standalone policy that requires cache rehab after deployment. The timeframe for equipment or cache rehab hours commences upon the return of deployed personnel to their homes and their release from duty. The sum of cache rehab hours should adhere to the total hours authorized on the demobilization order and must be **completed within 10 days of demobilization**.

Please note that cache rehab should adhere to FDEM protocols for deployments being reimbursed by FDEM. Any Assisting Parties part of a federal team should be aware that federal reimbursement guidelines do not apply to In-State SERT deployments.

INELIGIBLE COSTS:

- Costs associated with regular equipment maintenance, warehouse inspections, or cleaning
- Cache rehab completed without authorization on the demobilization order
- Cache rehab for Assisting Parties that did not receive authorization on official demobilization orders
- Cache rehab hours exceeding the total hours authorized on the demobilization order
- Cache rehab completed beyond the FDEM established deadline of 10 days from demobilization
- Cache rehab on equipment that was not deployed
- Cache rehab on equipment that is not agency-owned

ADDITIONAL DOCUMENTATION REQUIRED:

- All cache rehab hours must be included on the RSA that was approved prior to claim creation.
- F-ROC Activity Logs or ICS-214s for all personnel hours claimed for cache rehab.
- Previously outlined criteria for personnel labor in the 'Personnel' section of this guide.
- Demobilization order authorizing cache rehab and total hours or Assisting Party's stand-alone policy requiring cache rehabilitation.



Equipment Damage Costs

The repair or replacement of deployed equipment that was damaged or destroyed is considered a negotiated cost and must be added into the RSA and re-approved prior to claim creation. Damaged equipment must not include costs for regular equipment maintenance. For more details, please refer to the Equipment section of the SMAA Reimbursement Guide.

ELIGIBLE COSTS- EQUIPMENT DAMAGE:

- Repair costs for damaged equipment are eligible if the damage was due to severe conditions resulting from the incident, unavoidable, and not due to improper or excessive use.
 - Damages that are not reported on-site within the Resource Management system prior to demobilization will not be considered for reimbursement without FDEM leadership approval.
- For equipment damage, the Assisting Party must be able to provide proof that the equipment was regularly maintained and in good operational condition prior to incident mobilization.
- Reasonable and necessary costs to replace destroyed equipment are only eligible if the above criteria are met, less any insurance proceeds, and will be limited to the book value of the destroyed piece of equipment.
 - Insurance processes required are NOT dependent on the agencies' insurance status and are still required even if self-insured.

REQUIRED DOCUMENTATION:

- Equipment must be mobilized for the mission within Resource Management
- Damage report completed in Resource Management prior to demobilization documenting equipment damage/destruction and the cause of the damaged equipment (including when, where, and how damage occurred) including Photographs documenting equipment damage (required) and Photographs documenting the cause of the damaged equipment (when possible)
- Copy of insurance claim (if applicable)
- Maintenance records showing the equipment was in good operational condition prior to the deployment
- Itemized receipts/invoices
- Additional documentation required for replacement of damaged equipment
 - Depreciation schedule for the equipment showing the book value, useful life, salvage value, and accumulated depreciation

INELIGIBLE COSTS

- Warehouse inspections/cleaning
- Non-deployed equipment and/or Equipment that is not agency-owned
- Costs covered by insurance
- Costs associated with regular equipment maintenance
- Repair costs or replacement costs without detailed damage reports and other required documentation
- Costs associated with damaged equipment not recorded in Resource Management prior to demobilization
- Costs associated with damaged equipment found during cache rehabilitation
- The replacement cost of equipment will be limited to the book value of the destroyed piece of equipment, less any insurance proceeds



MUTUAL AID REIMBURSEMENT – EQUIPMENT OVERVIEW

Equipment Costs

Reimbursement for the use of agency-owned equipment provided to the Requesting party is eligible based on either the terms of the agreement or FEMA equipment rates.

For more details, please refer to the Equipment section of the SMAA Reimbursement Guide.

ELIGIBLE COSTS- EQUIPMENT:

- Operational use of the equipment in support of the mission.
- Costs associated with transporting equipment (e.g., labor and equipment costs used to transport equipment) to the deployment site and during the deployment for mission-related activities are eligible.
- Equipment rates established under FEMA's Schedule of Equipment Rates at the time of mobilization. Please note, these rates are calculated to include fuel, oil, depreciation, overhead, and maintenance. Therefore, fuel nor regular maintenance such as oil-changes cannot be claimed if the equipment is being reimbursed using hourly rates or by mileage.

REQUIRED DOCUMENTATION:

- F-ROC Equipment Inventory Log
- Daily Activity Logs showing the name of the operator(s), equipment description, dates, location and/or destination, and operator's work activities for each day within Resource Management.
 - Hourly Usage: the hours of operational use must be included on the Activity Log
 - Mileage: the start/end odometer readings must be included on the Activity Log or map directions of the start/end locations must be provided
- Documentation demonstrating the reasonableness of an agency's established equipment rate (if FEMA equipment rate is unavailable).

INELIGIBLE COSTS

- Costs for fuel and maintenance when mileage or hourly usage is being claimed.
- Costs for hourly usage and mileage for the same piece of equipment on the same day.
- Costs for equipment usage that is not related to mission support.
- Equipment staged, parked, or on stand-by but not actively in use.

NEGOTIATED COSTS

Negotiated costs are only eligible if included in the RSA that was approved prior to claim creation, agreed upon by both the Requesting and Assisting Parties, and allowable by state and local laws and policies in effect at the time of mobilization.

- STANDBY FOR EQUIPMENT
- 24-HOUR USAGE OF EQUIPMENT



Leased/Rented Equipment Costs

Leased or rented equipment from a private vendor to perform the mission.

For more details, please refer to the Equipment section of the SMAA Reimbursement Guide.

ELIGIBLE COSTS- LEASED/RENTED EQUIPMENT:

- Leased or rented equipment from a private vendor to perform the mission is eligible if the total rental or leasing costs do not exceed the cost of purchasing and maintaining equipment for the duration of the deployment.
- All rented or leased equipment must be necessary and reasonable.
- Rental or leased vehicle costs and fuel (mileage is not eligible for rentals).

REQUIRED DOCUMENTATION:

- Lease/Rental agreements listing the equipment, period of use, rates, cost, and vendor
- Itemized receipts and invoices (invoices must contain invoice number)
- All rental and leased equipment should be mobilized in Resource Management with a Driver/Operator with days and locations of use identified.
- If the lease/rental agreement charges to hourly usage, then hourly usage must also be tracked in Resource Management.
- Terms, conditions, and estimated costs in the RSA.
- Fuel receipts (if claiming separately from rental cost).
- Justification memorandum explaining why the rental was necessary.
- Proof of reimbursement by the Assisting Party to the deployed personnel (i.e. check register, paystub, etc.)

INELIGIBLE COSTS

- Traffic violations or fines
- Mileage for rented or leased equipment
- Costs for leased or rented equipment when the receipts, invoices, or agreement is:
 - Missing
 - Not itemized
 - Not legible



Materials and Other Eligibility Reference Guide

Eligible for SMAA Reimbursement	Required Documentation
Equipment repairs	Damage reports completed in Resource Management prior to demobilization, photos, maintenance records, insurance claim (if applicable) and detailed repair receipts
Rad watches	Policy or policy addendum outlining the cost per watch per deployment. Documentation on how many watches were deployed
Groceries and food for camping/base camp deployments	Detailed receipts are required.
Airfare	Receipt required and proof of reimbursement if purchased by deployed person(s).
baggage fees	Receipt required and proof of reimbursement if purchased by deployed person(s).
Lodging	Zero balance receipt required and proof of reimbursement if purchased by deployed person(s).
Fuel for rental vehicles	Fuel receipts
Rental vehicles	Zero balance receipt required and proof of reimbursement if purchased by deployed person(s).
Veterinary Healthcare Services for K-9's deployed	Zero balance receipt required and proof of reimbursement if purchased by deployed person(s).
K-9 Medical Supplies	Zero balance receipt required and proof of reimbursement if purchased by deployed person(s).
Sat phones, mobile services and additional data bandwidth	Must be pro-rated for only the days the asset was deployed.
Repair/replacement of equipment cache items that do not have hourly or milage rates	MUST be logged onto the Equipment cache list uploaded to Resource Management at mobilization and damages MUST be reported in resource management prior to demobilization. (damages to cache items may be considered for reimbursement on a case-by-case basis if reported during cache rehab)



Consumable	Required Documentation
Office Supplies	<p>Recorded on Cache Inventory uploaded to Resource Management at mobilization. Consumption of those supplies must be tracked on the FROC Materials and Consumables log provided in the claim as well as receipts for replacement of consumed goods.</p>
PPE: Masks, gloves, sunscreen, bug spray, respirator filters, eye protection, face shields.	
Bottled Water and snacks	
MRE's/prepackaged meals	
Medical Supplies	
Decontamination soap and supplies	
Self-sustainment essentials including ice, MRE's, water, snacks, toilet paper)	
Specialty gases (ie: Oxygen)	
Ammunition and crowd control supplies	
Sanitary supplies include hand sanitizer and disinfectant wipes.	
Chemical light sticks and flares	
Body bags	
K-9 feed	
Hazmat O2 sensors	
Printer ink and paper	



Ineligible for SMAA Reimbursement
Uniform pants and shirts
Backpacks
Personal medications
Personal hygiene items
Vaguely reported materials that cannot be identified as mission related
Repairs without damage reports entered Resource Management PRIOR to demobilization
Repairs without maintenance logs
Tents, sleeping bags, camping supplies (without SERT authorization prior to mobilization or demobilization)
Fuel purchased for vehicles that were claimed for hours or miles
Parking fines
Equipment in 'stand-by' status
Alcohol and Tobacco products
Laptop or computer usage charges
Replenishment of cache items that are not 'consumed' or reported as damaged
Sleeping bag or other gear cleaning services
Cell phone charges not listed in Cache or with damage reports
Spare Tire
Fix-a-flat without associated damage report
Ratchet Straps unless listed in cache and documented as damaged.
Fuel tanks unless listed in cache and documented as damaged.
Towing kits unless associated with a document as damaged.
Blankets
Jump Starter unless listed in cache and documented as damaged.
Raincoats
Laptop charger and mouse unless listed in cache and documented as damaged.
Microwaves, grills, portable refrigerators, hoses unless listed in cache and documented as damaged.
Equipment not mobilized
Hours or miles on trailered equipment that was never taken off the trailer
Pots and pans unless listed in cache and documented as damaged.
Cache Rehab hours and/or days beyond those approved within official demobilization orders



Materials and Other Costs

Consumables and other supplies and materials that are necessary to perform the mission, (e.g., non-equipment costs that are billed by receipt or invoice). All Cache, materials on-hand, and consumables must be entered on the associated F-ROC Mutual Aid Equipment Cache, Materials, and Consumables Inventory Log and uploaded to Resource Management along with a log of consumption.

ELIGIBLE COSTS- MATERIALS AND OTHER:

- Supplies, including materials, are eligible if purchased and justifiably needed to effectively respond to and/or recover from the incident. Supplies, including materials, are also eligible if taken from the Assisting Party's inventory and used for the incident.
 - Assisting Parties must track inventory withdrawal and usage records for any supplies and materials purchased or taken from inventory on the F-ROC Mutual Aid Equipment Cache, Materials, and Consumables Inventory Log to be eligible for reimbursement.
- Parking fees and highway/bridge tolls.
- Group meals accompanied by a roster clearly identifying each person's fed.
- All costs must be necessary and reasonable – please be aware that an ICS-213 does not automatically render the item eligible for mutual aid reimbursement.
- Examples of other by quantity includes, but is not limited to, the following:
 - Laundry, Transportation of equipment and supplies, Costs for the decontamination of equipment and supplies (decontamination services are ineligible), Replacement, or repair of non-equipment (mobile phone)
- Examples of eligible commodities include, but are not limited to:
 - Office Supplies, PPE, Batteries, Fluids not included in an equipment rate (bar/chain oil, fuel, engine oil, chainsaw chain), Spark plugs, Medical supplies, Decontamination soap, Self-sustainment supplies, Specialty gases (oxygen, etc.), Ammunition and crowd control supplies, Sanitary Supplies, and Chemical light sticks (flares).
- Any Supplies, materials or consumables NOT listed above will require approval from FDEM Mutual Aid and/or leadership prior to consideration for reimbursement.

REQUIRED DOCUMENTATION:

- Itemized receipt/invoice
- Receipts for group meals should be accompanied by a roster clearly identifying each person fed.
- Parking and tolls receipts with date, location, amount paid, associated personnel, and form of payment
- F-ROC Mutual Aid Equipment Cache, Materials, and Consumables Inventory Log for all consumables taken on the deployment and being requested for reimbursement
- Proof of reimbursement for purchased items by the Assisting Party to the deployed personnel (i.e. check register, paystub, etc.)
- Justification memorandum outlining why the item(s) are reasonable and necessary for the mission response.
- Additional documentation required for items from Assisting Party's inventory:
 - Cost documentation (e.g., original invoices or other historical records)
 - Inventory records
 - Location(s) used



MUTUAL AID REIMBURSEMENT – MATERIALS AND OTHER OVERVIEW

INELIGIBLE COSTS

- Personal items (e.g., personal medication, tobacco, alcohol, medications etc.).
- Parking fines.
- Supplies, materials and consumables pulled from stock or purchased that are not used during the deployment and remain in possession of the Assisting Party after demobilization.
- Supplies taken from the Assisting Party's inventory and not used for the incident.
- Consumables and items taken from the Assisting Party's inventory not tracked on the F-ROC Mutual Aid Equipment Cache, Materials, and Consumables Inventory Log.
- Purchase receipts/invoices missing, not itemized, or not legible.
- Items purchased during the deployment (from mobilization to demobilization) not included on the Daily Activity Logs within Resource Management.
- Costs for meals related to group outings at restaurants that are not accompanied by a roster clearly identifying each person fed.
- Costs under the "Meals" category for the personnel consuming the MRE for that meal.
- Damage or replacement of personal property.



MUTUAL AID & EMAC MISSION TRACKING

Mission Tracker

Mutual Aid Mission Asset Tracking
2026 State Ex - Operation Florida Ready

50+ Items • Sorted by WebEOC Mission # • Filtered by Reference Disaster Data, Incident • Updated a few seconds ago

<input type="checkbox"/>	Owner F...	Request T...	Mutual Aid RSA T...	Incident	WebEOC...	P...	Resource	Assisting Party	RSA #	Comments	Reference Disaster Data
1	Emily	SMAA	RSA TRK-001864	Watching	01342		Search & Rescue Team W/ Swift Water Capabilities				2026 State Ex - Operation Florida Ready
2	Emily	SMAA	RSA TRK-001863	Watching	01286		Officers assisting w/ patrol				2026 State Ex - Operation Florida Ready
3	Emily	SMAA	RSA TRK-001865	Confirmed	01269		Law Enforcement Strike Team	Broward County			2026 State Ex - Operation Florida Ready
4	Emily	SMAA	RSA TRK-001860	Watching	01267		Mobile Command Unit				2026 State Ex - Operation Florida Ready
5	Emily	SMAA	RSA TRK-001861	Watching	01209		Engine Strike Team				2026 State Ex - Operation Florida Ready
6	Emily	SMAA	RSA TRK-001862	Watching	01172		Type 1 ERAT Team				2026 State Ex - Operation Florida Ready
7	Emily	SMAA	RSA TRK-001851	Confirmed	01157		Leon County Patrol Support	Flagler County SO			2026 State Ex - Operation Florida Ready
8	Emily	SMAA	RSA TRK-001852	Watching	01152		Type 1 MARC team				2026 State Ex - Operation Florida Ready
9	Emily	SMAA	RSA TRK-001853	Watching	01142		US&R team				2026 State Ex - Operation Florida Ready
10	Emily	SMAA	RSA TRK-001848	Watching	01123		Swift Water Rescue Team				2026 State Ex - Operation Florida Ready
11	Emily	SMAA	RSA TRK-001849	Watching	01105		MARC Unit				2026 State Ex - Operation Florida Ready
12	Emily	SMAA	RSA TRK-001858	Confirmed	01101		IMT	Walton County Em...			2026 State Ex - Operation Florida Ready
13	Emily	SMAA	RSA TRK-001857	Confirmed	01101		IMT	Santa Rosa County...			2026 State Ex - Operation Florida Ready
14	Emily	SMAA	RSA TRK-001856	Confirmed	01101		IMT	Escambia County ...			2026 State Ex - Operation Florida Ready
15	Emily	SMAA	RSA TRK-001855	Confirmed	01101		IMT	Bay County Emerg...			2026 State Ex - Operation Florida Ready
16	Emily	EMAC	RSA TRK-001847	Watching	01071		Type 3 US&R w/ Swift Water MRP Teams				2026 State Ex - Operation Florida Ready
17	Miriam	EMAC	RSA TRK-001844	confirmed	01029		5 Individuals for Volunteer and Donations to support ESF15				2026 State Ex - Operation Florida Ready
18	Miriam	EMAC	RSA TRK-001845	confirmed	01020		Human Resources Support Staff				2026 State Ex - Operation Florida Ready
19	Miriam	SMAA	RSA TRK-001843	Confirmed	00914		Law Enforcement Officers	Palm Beach Count...			2026 State Ex - Operation Florida Ready
20	Miriam	EMAC	RSA TRK-001841	watching	00910		6 Ambulance Strike Teams				2026 State Ex - Operation Florida Ready

Mutual Aid Mission Asset Tracking
Watching

WebEOC Mission # 01071
Assisting Party
RSA #
Created By Emily Benton, 4/14/2026, 2:35 PM
Parent Mission #
Owner Emily Benton

Related	Details
Mutual Aid RSA Tracking Name	30 Days Post Demob Date
RSA TRK-001847	Claim Actual Due Date to FDEM
Reference Disaster Data	Claim Submitted
2026 State Ex - Operation Florida Ready	Claim Submitted Date
Incident Id	# of Mission Days
202	# of Personnel
Incident	Cost Estimate
Watching	Estimated Cost per Day
WebEOC Mission #	Projected 30 Day Costs
01071	Contract #
RSA #	Claim Number
Parent Mission #	Comments
Request Type	Claim Summary Email Sent
EMAC	Claim Summary Email Sent Date
Assisting Party	15 Days Post Demob
Assisting Party POC	RSA Email Sent
Resource	No
Type 3 US&R w/ Swift Water MRP Teams	RSA Email Sent Date
Assigned Location	RSA Due Date
Moody Air Force Base, Valdosta, GA31699	Created By
Start Date	Emily Benton, 4/14/2026, 2:35 PM
9/7/2026	Owner
End Date	Emily Benton
9/21/2026	Last Modified By
Demob Date	Emily Benton, 4/14/2026, 2:35 PM



MUTUAL AID REIMBURSEMENT – PERSONNEL OVERVIEW

Personnel Costs

Personnel costs are among the most scrutinized cost categories and require clear documentation, applicable rates, and policy authorization is required to prevent denial or reduction.

For more details, please refer to the Personnel section of the SMAA Reimbursement Guide.

ELIGIBLE COSTS:

- Personnel regular time during the deployment
- Personnel overtime during the deployment
- Personnel overtime to backfill the deployed personnel's scheduled shift during the deployment
- Holiday Time and/or Compensatory Time.
- Actual cost of employee fringe benefits paid for by the Assisting Party

REQUIRED DOCUMENTATION:

ALL PERSONNEL

- Applicable pay/labor policy /CBAs or supplemental deployment policies in effect at the time of mobilization
- Agency fringe benefit calculation worksheet OR F-ROC Fringe Benefit Calculation Worksheet for each applicable class of employee claimed
- Copy of timesheet(s) supplied by the employer for hours worked for the period being claimed
- Detailed payroll records (pay stubs, payroll register, report from the financial system or equivalent) for all claimed personnel for ALL pay period(s) in which the reimbursement claim's dates fall including Type of employee (i.e., exempt, full-time, temporary, etc.)

DEPLOYED PERSONNEL ONLY

- Daily Activity Logs completed daily by deployed personnel within Resource Management
- Mobilization and demobilization details documented via the Resource Management system. Activity Logs should have work activities substantiating the personnel's mobilization and demobilization times

BACKFILL PERSONNEL ONLY

- FROC Labor Backfill Form

INELIGIBLE COSTS

- Personnel costs that do not align with the Assisting Party's pre-established Labor policies
- Pre- and post-deployment costs not specified in the RSA (e.g., preparing to deploy and rehab)
- Overtime salary that is not eligible based upon the Assisting Party's Labor Policy
- Training and exercises and/or administrative costs
- Support for long-term recovery and mitigation operations
- Straight time for backfill personnel if the employee is not a contracted employee, temporary employee, or a permanent employee called in on a normally scheduled day off
- Fringe benefits where the paystub clearly shows the employer's contribution is less than what is being claimed
- Stand-by time unless pre-negotiated or stated clearly in the agency's policy
- Pre and Post Deployment costs such as preparing to deploy or equipment rehab unless pre-negotiated



Agency Policies

LABOR POLICIES & COLLECTIVE BARGAINING AGREEMENTS (CBA)

All eligible costs are contingent on compliance with the Assisting Party's internal policies, regulations, and procedures that are applied uniformly, were in effect at the time of mobilization, and cannot be altered during or following a response for costs associated with them to be eligible for reimbursement. Policies, CBAs and supplemental deployment documents are reviewed to validate rate eligibility, thresholds, and allowable compensation types.

All claims must be submitted with a labor policy, CBA and/or supplemental deployment/disaster policy that is dated to be in effect at the time of mobilization and cover each type of employee classification (job title) being claimed. To prevent delayed validation, any CBAs that are expired but still in effect due to ongoing labor negotiations will need a clarification letter included with the claim submission.

The following are examples of policy considerations that may be used/needed to validate claimed costs:

- The various pay schedules and hours within each pay/FLSA work period.
- The criteria for compensation of personnel claimed at the various pay rates (regular time/overtime).
- Example: Overtime is for hours worked after a threshold is reached or overtime is for hours worked outside of the personnel scheduled hours.
- Incentives included in their base rate and used within the overtime calculation, as applicable.
- Policy (or official demobilization order) for the payment to deployed personnel for rehabilitation time, clearly outlining that deployed personnel are required to be paid for rehabilitation time (mandatory rest).
- If a stand-alone emergency pay policy is provided, ensure that all personnel being claimed are covered under the compensation provisions of the policy.
- Policies (including the emergency pay policy) should not include a contingency clause that payment is subject to federal funding.

FDEM has a 'standard policy' outline available for use by any agency that needs policy revisions or clarification.

TRAVEL POLICY

The basis of travel reimbursement is dependent on the Assisting Party's travel policy that was in effect at the time of mobilization. Assisting Parties must claim travel-related expenses for reimbursement in accordance with their policy.

The following are examples of policy considerations that may be used/needed to validate claimed costs:

- Meals by per diem vs. by receipt
- Lodging cost provisions
- P-card vs. personnel payment processes
- Air and Ground travel provisions



Mutual Aid and Resource Management

RESOURCE MANAGEMENT:

The Resource Management system is designed to enhance the FDEM capabilities by providing real-time snapshots of resources and equipment during activations and ensures the standardization of mobilization, demobilization, and damage reporting processes across different agencies and incidents, and integrates seamlessly with the Mutual Aid system for efficient claims processing.

LOGIN OR REGISTER:

- [FDEM Grants Portal \(including Mutual Aid & Resource Management\)](#)

RESOURCE MANAGEMENT: MOBILIZATION

1. Mobilize (find your state assigned mission number and ensure it is connected to the correct event)
2. Mobilize Personnel (save before continuing to add equipment)
3. Mobilize Equipment (equipment that will be reimbursed at hourly rates, miles, or fuel usage)
 - a. Additional Mobilization: additional personnel and equipment in the mobilization record for the mission under Mission Resources.

RESOURCE MANAGEMENT DAILY REPORTING: DAILY TIME AND ACTIVITY LOGS

1. Enter a daily log for yourself or your team (One log per calendar day)
2. Enter Personnel Activities
 - a. Specify which personnel worked, describe the activities performed, and record the amount of time spent.
 - i. Hours recorded should match on the claim side to the timesheets and payroll records.
 - b. Be sure that you are adding a new activity for the day at any point where the activity category of work changes or the location changes.
 - c. Provide a brief description of work being performed for the category of work chosen for the activity.
 - i. The description of work should correlate with the equipment hours and/or miles being recorded.
3. Enter Equipment Logs
 - a. Make sure that hours of actual USE are logged
 - b. If logging miles be sure to enter the starting and ending odometer readings for the activity period
4. Upload Material receipts or any mission specific receipts of documents
5. REPORT DAMAGES including specifics of who, what, when, where, why, and how in a brief synopsis and upload any associate pictures and/or receipts.
 - a. Reminder that damages reported AFTER demobilization may not be considered eligible for reimbursement.

RESOURCE MANAGEMENT: DEMOBILIZATION

1. Review all daily entries to make sure that all are complete.
2. Ensure that ALL damage reports have been entered.
3. Demobilize all mission personnel and equipment (when you have returned to home base)

RESOURCE MANAGEMENT: MISSION ACTIVITY REVISIONS

1. Login to Resource Management and select which mission you need to review/revise
 - a. Note that only missions with claims that have not been created are in 'new' or 'returned' status may be edited via the Resource Management Portal.
 - b. Please coordinate with your Financial Points of Contact for any revisions necessary for reimbursement purposes.



FDEM MUTUAL AID & EMAC OPERATIONS

FDEM Mutual Aid & EMAC



Squirrel Operations Guide



MUTUAL AID REIMBURSEMENT – TRAVEL OVERVIEW

Travel Costs

Travel costs will require submission of the agency's travel policy and they must align with the guidance therein.

For more details, please refer to the Travel section of the SMAA Reimbursement Guide.

ELIGIBLE COSTS- MEALS:

- Meals and Per Diem
- Meals by Receipt

REQUIRED DOCUMENTATION:

- Travel policy which identifies meal expense guidelines and Proof of reimbursement by the Assisting Party to the deployed personnel (i.e. check register, paystub, etc.)
- Itemized meal receipts if reimbursement by receipt.

ELIGIBLE COSTS- LODGING:

- Lodging per guidelines established within the agency's travel policy (if lodging is not provided).

REQUIRED DOCUMENTATION:

- Itemized Receipt from vendor showing dates of stay, charges, name of guest, and zero balance due.
- Proof of reimbursement by the Assisting Party to the deployed personnel unless an agency p-card is used for payment (i.e. check register, paystub, etc.)

ELIGIBLE COSTS- PUBLIC TRANSPORTATION:

- Airfare
- Bus ticket
- Train ticket
- Baggage fees

REQUIRED DOCUMENTATION:

- Receipt or invoice showing name of traveler, dates of travel, destination(s), itemization of costs, and confirmation of payment
- Proof of reimbursement by the Assisting Party to the deployed personnel (i.e. check register, paystub, etc.)

ELIGIBLE COSTS- PRIVATELY-OWNED VEHICLES (POV):

- Policy stating fuel or miles.

REQUIRED DOCUMENTATION:

- Fuel receipts and/or mileage logs
- Proof of reimbursement by the Assisting Party to the deployed personnel unless an agency p-card is used for payment (i.e. check register, paystub, etc.)