Washington Military Department Emergency Management Division	Effective Date: July 1, 2009 **E911 ADVISORY COMMITTEE MEETING ATTENDANCE/TRAVEL REIMBURSEMENT POLICY** **Cancels all previous E911 Advisory Committee Attendance Policies** **See Also:** Advisory Committee By-Laws State Airfare Regulations http://www.ofm.wa.gov/policy/10.50.htm#10.50.70 State Travel Regulation: http://www.ofm.wa.gov/policy/10.htm, as amended

ADVISORY COMMITTEE MEETING ATTENDANCE/TRAVEL REIMBURSEMENT POLICY

This policy applies to all Advisory Committee members and counties without contracts.

1. **Advisory Committee Meeting Attendance**

   a. Advisory Committee members who are not County Coordinators will be directly reimbursed for eligible travel expenses to attend Advisory Committee meetings.
   b. County Coordinators will be reimbursed eligible travel expenses through their county contracts for attendance to all Advisory Committee meetings.
      - County Coordinators are encouraged to attend all Advisory Committee meetings and to participate in the various work groups and subcommittees:
      - County Coordinators are required to attend a minimum of five of the Advisory Committee meetings.
      - County Coordinators may send a representative to attend the other four meetings. Representative's eligible travel expenses will be reimbursed through the county contract.

2. **Subcommittee Attendance**

   a. Subcommittee membership will be in compliance with the Advisory Committee By-Laws.
   b. Advisory Committee members who are not County Coordinators will be directly reimbursed for eligible travel expenses to attend subcommittee meetings.
   c. County Coordinators, Public Education Coordinators, and Training Coordinators who are on subcommittees will be reimbursed eligible travel expenses through their county's contract.
   d. Attendees will not be reimbursed travel expenses for subcommittee attendance if they are not on the subcommittee.

3. **Reimbursement through County Contracts**

   a. Reimbursements made through county contracts will be based on local travel policy, not to exceed State travel rates.
   b. Eligible travel expenses include: transportation, lodging, meals, rental car, mileage for use of personal vehicle or county vehicle (if appropriate), and miscellaneous travel-related expenses.
   c. The State Office may request additional documentation to support a county's reimbursement requests.

4. **Direct Reimbursement**

   a. Direct reimbursements for travel to Advisory Committee and subcommittee meetings will be processed in accordance with the State Administrative and Accounting Manual and limited as set forth in the E911 policies.
   b. Eligible travel expenses include: transportation, lodging, meals, parking fees (non-valet), ferry fares, bridge tolls and/or rental car.
   c. Travel must be pre-approved via the Travel Authorization Form. The E911 Administrator has authority to sign for in-state travel and will do a blanket Travel Authorization for Advisory Committee travel for the fiscal year. A copy of it will be attached to Travel Reimbursement request forms by the E911 administrative support before being submitted to the State Finance Office.
   d. The following situations require pre-approval and approval must be attached to the Travel Reimbursement form:
      - High cost lodging
      - Valet parking
      - Internet
      - Special meals required for dietary needs
      - Rental car
   e. Any expenses paid by the State should be noted appropriately on the Travel Reimbursement Request form.
   f. Receipts for reimbursements are required for lodging, airfare, parking (non-valet), county motor pool vehicle, and miscellaneous travel-related expenses.
   g. Airfare:
      - The use of State approved travel agencies is preferred and is directly billed to the State Office. Copy of the itinerary/cost of ticket should be attached to the Travel Reimbursement form and noted as State paid.
      - If traveler chooses to use other means of obtaining airplane tickets:
        - Ticket costs will be reimbursed at actual price, but no more than State rate.
        - Ticket costs will be reimbursed only after travel is completed.
        - Associated costs to change tickets will be borne by traveler.
        - Receipt is required.
   h. Lodging:
      - In order to be reimbursed for lodging, traveler must be at least 50 miles away from destination with a start or end time which makes spending the night reasonable.
      - Expenses will be reimbursed at State per diem rate. See reference: http://www.ofm.wa.gov/policy/colormap.pdf
      - Original receipt is required and must have a zero balance.

i. Meals:
   - Meals are eligible for reimbursement in conjunction with overnight travel at the approved State per diem rate. In order to qualify for meal reimbursement, the entire meal period must be in a travel status. Meal periods are: Breakfast 0630-0800, Lunch 1100-1300, Dinner 1700-1830.
   - Meals provided at events are not reimbursable.
   - Meals are eligible for reimbursement for one-day travel after traveler has been in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before and/or after the traveler's regularly scheduled working hours for the day.

j. Vehicles:
   - Mileage for use of a privately owned vehicle or county vehicle will be reimbursed in accordance with State travel regulations. See reference: http://www.ofm.wa.gov/policy/colormap.pdf
   - Original receipts are required for rented vehicles.
   - State Office does not reimburse car insurance.
   - State Office does not reimburse rental agency fuel charges.

k. The State Office may request additional documentation to support traveler's reimbursement requests.

l. Reimbursement requests will be processed via Travel Reimbursement Request form. (See attached Procedure and travel reimbursement request form)

Approved by: 9/22/09
Robert Oenning, State 911 Administrator

Attachments:
State Travel Reference Guide
E911 Travel Reimbursement Procedure
Travel Reimbursement Request form

TRAVEL REFERENCE GUIDE

State Travel Regulations
http://www.ofm.wa.gov/policy/10.htm

Military Department Travel Policy & Procedures
(Financial Services Policy 02-002-02 & Financial Services Procedure 02-002-02)
Military Department Intranet (If on WANG, must be on proxy 2)
\\199.47.34.26\intranet/index.htm

Airfare Contract # 13503 (updated 1/25/06)
http://www.ga.wa.gov/pca/contract/13503c.doc

Travel Agencies Contract # 12103(updated 1/25/06)
http://www.ga.wa.gov/pca/contract/12103c.doc

Vehicle, Car Rental Contract # 05104(updated 1/25/06)
http://www.ga.wa.gov/pca/contract/05104c.doc

Washington State Lodging Map & Per Diem Rates
http://www.ofm.wa.gov/policy/colormap.pdf

DOT Point to Point Mileage Charts
http://www.wsdot.wa.gov/communications/map/mileage/default.htm

Washington City/County Locator
http://www.naco.org/Template.cfm?Section=Find_a_County&Template=/cffiles/counties/citiesstateall.cfm&STATECODE=WA

Quick Reference Guide to Do's and Don't's through OFM
http://www.ofm.wa.gov/policy/traveldodont0104.doc

Washington Military Department Emergency Management Division	Effective Date: July 1, 2009 **E911 TRAVEL REIMBURSEMENT FORM AND PROCEDURE** Cancels all previous E911 Travel Procedures

1. INSTRUCTIONS FOR TRAVEL REIMBURSEMENT REQUEST FORM

a. Legibly complete all sections of the form.
b. If a section is not applicable, please indicate so on the form.
c. Sign and date the form.
d. Forms are available through the State E911 Office
e. Mail the completed form and receipts to the address provided on the form. It is suggested that a copy be maintained by the traveler.
f. If reimbursement is not received within 10 working days, contact the State E911 Office
g. Receipts for individual and county reimbursements are required for lodging, airfare, parking (non-valet), miscellaneous travel related expenses, and county motor pool expenses.

2. E911 TRAVEL REIMBURSEMENT PROCEDURE

PROCESS	ACTION
a. Complete and mail form and receipts to State Office Financial Section Staff	Advisory Committee Member
b. Review for eligibility / tracking	State Office Support Staff
c. Process for payment	State Office Support Staff
d. Email copy to Traveler	State Office Support Staff
e. File copy in Travel	State Office Support Staff

WASHINGTON STATE MILITARY DEPARTMENT
ENHANCED 9-1-1
ADVISORY COMMITTEE ATTENDANCE TRAVEL REIMBURSEMENT REQUEST

1. TRAVELER'S INFORMATION

Name: _____ Title/Position: _____
County/Office: _____ Email Address: _____
Home Address: _____ Work Phone No. _____
_____ Other Contact No. _____

2. ADVISORY SUB/COMMITTEE MEETING INFORMATION

Departure Date: _____ Time: _____ Return Date: _____ Time: _____
Meeting: _____ Date of Meeting: _____
Location: _____

3. EXPENSES

Attach ORIGINAL receipts for expenses claimed. No receipts required for meals.

EXPENSES PAID BY TRAVELER (TO BE REIMBURSED TO TRAVELER)

Airfare: $ _____ **Car Rental:** $ _____
Parking: $ _____ **Taxi/Shuttle:** $ _____
Registration: $ _____ **Lodging:** _____
Other: $ _____ Specify: _____

Total Miles: (roundtrip) _____ For Personal Vehicle
From: _____ To: _____

Meals: Meals are reimbursed at the State per diem rate and will be calculated into reimbursement. Receipts are not required.

Meals at conferences (paid for with registration) are not eligible for reimbursement. Please indicate which meals have been paid as part of the registration:

Date: _____ *Meal:* _____ *Date:* _____ *Meal:* _____

EXPENSES PAID BY STATE (to help reconcile billings)

Airfare: $ _____ **Registration:** $ _____
Lodging: $ _____ **Other:** $ _____

4. I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signature _____ **Date:** _____

If you have any questions, contact the State E911 Office (253) 512-7012
Mail completed form and receipts to: E911, Building 20, MS TA-20, Camp Murray, WA 98430
Or email to: a.ortiz@emd.wa.gov

State Office Use:	*Initials*	*Date*
E911 Program Manager		

E911 3/10/2007