

**Executive Office of Public Safety and Security (EOPSS)
Office of Grants & Research
Homeland Security Division**

Travel Expenses Reimbursement Guidance

June 2011

This guidance supersedes any and all previous EOPSS guidance regarding homeland security-related travel expenses.

I Travel Approval

The Homeland Security Councils, MMRS's, and the Boston UASI must obtain prior approval from EOPSS for:

- out-of-state travel expenses; and
- over-night in-state lodging, meals, registration and other related expenses for meetings and conferences as well as EOPSS-approved trainings and exercises.

Travel approval requests must be submitted to EOPSS at least thirty (30) days prior to the departure date.

Requests to EOPSS must be on sub-recipient letterhead, be from an authorized official, and include:

- Proposed travel date(s)
- Travel cost (include funding year and stream)
- Individual(s) traveling
- Brief explanation of why travel is necessary including travel destination
- Supporting documents (e.g., conference brochure)

A separate request must be submitted for each proposed trip, but multiple travelers going together to one destination can be included on one request.

Auto-related in-state travel expenses **incurred by Homeland Security Council, MMRS, and Boston UASI members and fiduciary staff** attending homeland security-related meetings and conferences as well as EOPSS-approved trainings and exercises do **not** need prior EOPSS approval.

Overnight in-state travel expenses must also be approved in advance by the respective Council Chair, MMRS Steering Committee, or the Mayor's Office of Emergency Management.

II Auto-related In-State Travel

Reimbursement for auto-related in-state travel is allowable for:

- Homeland security-related meetings and conference¹ as well as
- EOPSS-approved trainings and exercise **incurred by Homeland Security Council, MMRS, and Boston UASI members and fiduciary staff.**

Mileage reimbursement is **\$0.45 per mile as of May 22, 2011**. Mileage reimbursement is for personal vehicles only - no mileage reimbursement will be made related to the use of state/municipal or other organization-owned vehicles.

Mileage expenses must be based from either the traveler's home or permanently assigned office to a meeting place, whichever is nearer the destination, and back to the starting point if applicable.

For each trip, the community for the starting point, destination, and end point must be reported within the reimbursement request. If several addresses are visited within a community, separately state the number visited and the total mileage covered within the community.

Trip totals must be supported with actual odometer start/end readings or computed from a recognized mileage chart or online mapping site. The reimbursement request must cite the chart or site used or the start/end odometer readings.

Taxi, shuttle, or public transportation expenses within a reimbursement request must be supported with a clear photo-copy of a dated receipt that includes the start and end trip points (if possible), the total fare, and the issuing organization. **Tips are not reimbursable.**

Toll and reasonable parking expenses within a reimbursement request must be supported with a clear photo-copy of a dated receipt that shows a total charge and the issuing organization. Such expenses are reimbursable to the driver of a municipal vehicle if a signed statement on municipal letterhead indicates these expenses were paid for by the driver and not reimbursed by his/her municipal employer is included with the reimbursement request.

III Over-Night In-State Travel

Reimbursement for over-night in-state travel expenses (i.e., mileage, lodging, meals, and registration) is allowable for homeland security-related meetings and conferences as well as EOPSS-approved trainings and exercises that involve 180 miles or more of round-trip travel

¹ Reimbursements related to Homeland Security Councils and Boston UASI members must be funded through planning funds

from either the traveler's home or permanently assigned office, whichever is nearer to the destination.

EOPSS may waive this requirement in the case of an unusual early start or late end time or if the meeting, training, exercise, or conference is held on multiple consecutive days. These waiver requests must be submitted to EOPSS at least thirty (30) days prior to the departure date.

IV Lodging & Meals Expenses

Expenses for lodging and meals must be allowable and may not exceed the approved travel expenses policy of the traveler's employer (i.e., collective bargaining agreement). Such expenses must also not exceed the applicable federal rates for the location visited. The Government Services Administration (GSA) website (www.gsa.gov) lists current and past per diem rates by city, county, and state and time of year.

Reimbursements are made up to the traveler's approved travel expenses policy ('per diem') amount, but these must be based upon submitted receipts. **Clear photo-copies for all lodging and meals expenses are required.**

Reimbursement for meal expenses will only be made in conjunction with travel that requires an overnight stay.

Lodging and meals tax are allowable.

V Transportation Expenses

The means of transportation which is the least expensive and which is in the interest of economy, with proper consideration to the circumstances, should always be used. Mass transit is preferable to taxis or privately-owned automobiles.

Airline baggage handling and re-schedule fees are allowable expenses.

VI Unallowable Travel Costs and other Restrictions

No reimbursements will be made for car washes, entertainment, and alcoholic beverages. Tips are **not** a reimbursable expense.

Receipts that combine travel-related expenses under a single total with no itemization of the expenses involved will not be accepted.

If you have any questions regarding this guidance, please contact your EOPSS Program Coordinator.