



# ND Department of Emergency Services

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*Ensuring a safe and secure homeland for all North Dakotans*

## **Policy for Travel/Per Diem Reimbursement For Planning, Training, or Exercise Projects Using Local (SHSP/EMPG) Grants**

### I. Allowable Expenses

#### A. Transportation

- **Mileage:** Reimbursement for mileage for use of personal vehicles within the state use the privately Owned Vehicle (POV) Mileage Reimbursement Rate established by the U.S. General Services Administration (GSA) for an automobile if not a Government Owned Vehicle. As of January 1, 2014, the POV rate is 56 cents per mile. Travel must exceed \$10.00 or 17.85 miles round trip outside city of employment to the planning, training, or exercise event for mileage to be eligible for reimbursement. Mileage within city of employment is not eligible for reimbursement.
- **Fuel:** Fuel consumed during an exercise event for a vehicle used as part of the exercise may be reimbursed. Actual receipts and beginning and end odometer readings must be provided. Fuel may only be claimed for exercise events.
- **Air Travel:** Individual may be reimbursed for actual airfare paid for travel to a planning, training, or exercise event approved by NDDDES. Proper supporting documentation must be attached to the travel voucher as a receipt, including boarding passes as proof of travel. Reimbursement will not be made prior to travel actually occurring. Reimbursement will not be made in the event the individual does not travel.
- **Car Rental for Out-of-State Travel:** Car rental will only be reimbursed if it is required to reach the planning, training, or exercise event (i.e., no shuttle or other means of transportation that is cheaper is available from the airport to the event destination). Contracts that include insurance and damage waiver as part of the base rental rate must be used. Proper supporting documentation must be attached to the travel voucher. Extra/Additional insurance will not be reimbursed.

#### B. Lodging

- **In-State**  
Maximum of 90% of the GSA rate for lodging in North Dakota plus applicable state and local taxes. As of October 1, 2013, the GSA rate for lodging in ND was \$83.00; therefore, the maximum amount that can be claimed is \$74.70 plus applicable taxes. The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. The following exceptions apply for January 2014 through September 2014:

1. Dickinson/Beulah (Stark, Mercer and Billings Counties): The maximum amount that can be claimed is \$108.00 plus applicable state and local taxes.
2. Minot (Ward County): The maximum amount that can be claimed is \$112.50 plus applicable state and local taxes.
3. Williston (Williams, Mountrail and McKenzie Counties): The maximum amount that can be claimed is \$94.50 plus applicable state and local taxes.

- Out-of State  
Actual lodging expense.

**Note:** Receipts from a bona fide lodging establishment must be provided.

Participants must travel a distance greater than 50 miles to be eligible for reimbursement for lodging.

- C. Meals: The expense allowance for each quarter of any 24-hour period effective, **August 1, 2013**, is as follows:

<u>Meal Allowance</u>	<u>In-State</u>	<u>Out-of-State</u>
• First quarter, 6 a.m. to 12 noon	\$7.00	20% of GSA M&IE rate
• Second quarter, 12 noon to 6 p.m.	\$10.50	30% of GSA M&IE rate
• Third quarter, 6 p.m. to 12 midnight	\$17.50	50% of GSA M&IE rate

Travel for the first quarter must begin before 6:00 a.m. in order to claim expenses. In order to claim expenses for the second and third quarters, travel must begin one hour before the start of the quarter being claimed, and the travel status must extend at least one hour into the quarter being claimed.

If meals are included as part of a registration fee for a conference, seminar, or other meeting, the individual may not claim the applicable meal allowance for that quarter.

Meals for local planning, training and exercises may be claimed as follows:

- Breakfast – May not be claimed for local planning, training or exercise events. Individuals that travel to the local training or exercise events may be reimbursed on a case-by-case basis according to the above allowances.
- Lunch – Lunch, including soft drinks or water, not to exceed \$10.50 per person, may be provided for training and exercise events as long as the planning, training or exercise event is a minimum of 4 hours in length and the event begins at least one hour before noon or ends at least one hour after 1:00 p.m.
- Dinner – Dinner, including soft drinks or water, not to exceed \$17.50 per person, may be provided for planning, training and exercise events as long as the training or exercise event is a minimum of 4 hours in length and the event ends at least one hour after 7:00 p.m.

**Note:** If an individual is claiming reimbursement for meals for travel when no overnight stay is involved, the meal reimbursement is taxable (IRS Publication 463).

Travel for instructors or facilitators of planning, training, or exercise events are subject to this same policy.

II. Unallowable Expenses include, but are not limited to, the following:

- A. Refreshments/Break-time snacks
  - Coffee, soft drinks, rolls, cookies, etc. are not eligible for reimbursement with federal grant dollars administered by NDDDES.
  - Alcoholic beverages
- B. Transportation: Mileage for Government Owned Vehicle, Parking tickets or other traffic tickets
- C. Lodging: Late check-out charges or room damage charges
- D. Entertainment
- E. Laundry

III. Internal Control & Fraudulent/Significant Dishonest Acts

Agencies/Jurisdictions accepting federal funding from NDDDES must ensure internal controls are in place to ensure fraudulent travel/per diem reimbursement claims are not submitted.

**Note: Travel Policy rates will for lodging, mileage, and per diem will always default to the North Dakota Office of Management and Budget published rates.**

Updated 01/07/2014