

Travel & Conference/Training Reimbursement Policy for HMCC Region 3 Stakeholders

Effective July 1, 2019

Updated July 1, 2020



- This policy applies to all in-state and out-of-state travel costs incurred by eligible HMCC Region 3 stakeholders that have been identified in a Massachusetts Department of Public Health – Office of Preparedness and Emergency Management approved Budget and associated Work Plan.
 - Eligible HMCC Region 3 stakeholders include employees funded with Hospital Preparedness Program (HPP), Public Health Emergency Preparedness (PHEP), or state emergency preparedness funds, or employees who have a defined role in responding to incidents and emergencies in a community or organization who are in travel status on official business of the recipient organization. Travel costs incurred by independent contractors (i.e. planners and coordinators) are not eligible for reimbursement.
- Approved costs will be reimbursed to the HMCC stakeholder. The Metropolitan Area Planning Council (MAPC) will not be responsible for making travel arrangements for stakeholders.
- Costs incurred must be identified on the HMCC Region 3 Travel & Conference/Training Reimbursement Form and must be accompanied by the backup documentation outlined below. Forms and related documentation must be sent electronically to the HMCC Region 3 Program Manager at erobert@mapc.org.
 - Forms may only be submitted once the travel is complete or the conference/training has concluded and must be received within 30 days from the completion of the requested reimbursement activity.
 - A W-9 form will be required from all stakeholders seeking personal reimbursement whose total reimbursement from MAPC for the calendar year will be over \$600.
- Requests must comply with the individual's employer's policy or MAPC's existing travel policy as it pertains to expenditures for travel, overnight accommodations, meals, and incidentals. MAPC's policy is to adhere to the scheduled GSA rates found here: <http://www.gsa.gov/portal/content/110007>. In no case will MAPC reimburse attendees for more than the scheduled GSA rates.
- A conference call will be held one week prior to the start of the conference/training. The HMCC Region 3 Program Manager will invite all approved attendees to participate in the call to review policies and procedures and answer any questions.

REQUIRED REIMBURSEMENT BACKUP DOCUMENTATION

- Completed Region 3 Travel & Conference/Training Reimbursement form, W-9 form (if applicable), itemized receipts, or invoices along with proof of payment to include itemized credit card statements or canceled checks, for all costs incurred will be acceptable.
- For mileage requests, the HMCC Region 3 Mileage Reimbursement Request Form must be used. Travel date(s), starting and ending locations, along with an explanation of how the mileage was calculated (odometer reading, Google Maps, Mapquest, etc.) must be indicated.

ITEMS ELIGIBLE FOR REIMBURSEMENT INCLUDE:

Transportation/Mileage

- Air travel must be coach or equivalent and the lowest cost option.
- Travel to/from the airport must be the most economical and reasonable method available. Carpooling is encouraged.
- Additional reasonable costs including public transportation, shuttle, or taxi to/from the airport, airport parking, luggage fees, and tolls will be eligible for reimbursement.
- Mileage is reimbursable at \$0.58/mile with the use of a personal vehicle (requests must be submitted on the HMCC Region 3 Mileage Reimbursement Request Form).
- Car rentals are not reimbursable.

Meals

- Meal reimbursement will not be provided for meals which were provided by the conference organizer at no cost to the stakeholder over and above the conference/training registration fee.
- Meal reimbursement will be provided in accordance to the GSA travel per diem rates for the location of the conference and following Appendix E; Conference and Training Policy of the OPEM Grants Management Manual.
- Emergency preparedness funds may not be used to purchase alcohol.
- Tips are not reimbursable, however stakeholders will be reimbursed for meals tax expenses.

Lodging

- In order to be eligible for the reimbursement of lodging costs, the one-way travel distance to the conference/training must be 60 miles or greater from the attendee's office.
- Overnight accommodations are eligible for reimbursement the evening before a full day (at least 7 hours) of conference/training sessions, which include eligible emergency preparedness sessions.
- Overnight accommodations for the evening of the final day of an out-of-state conference are eligible for reimbursement when traveling by air and if the conference/training ends at or after 3 p.m. on that day (conference time zone) and there is no scheduled flight available after that time.
- Overnight accommodations for the evening of the final day of an in-state conference or training are not eligible for reimbursement.
- Stakeholders will be reimbursed for lodging tax expenses.

Conference/Training Registration Fees

- MAPC will not be responsible for registering stakeholders for conferences/trainings.

Please contact Elizabeth Robert, the HMCC Region 3 Program Manager, at erobert@mapc.org or (617) 485-8651 with any questions related to this policy.