RHMR REIMBURSEMENT SUBMITTAL PROGRAM
PURPOSE

• Expedite Reimbursement Process
  • Funds to agencies

• Standardization
  • Knowledge of required documentation

• Accountability
  • Contractual guidelines
FORMS

- Website
  - Caloes.ca.gov—Cal OES Divisions—Fire & Rescue—Hazardous Materials—RHMR—RHMR Reimbursement Program

- Reimbursement Forms and Guidance

- Table of Contents
  - RHMR-01 Checklist
  - RHMR-02 Workbook
  - RHMR-03 Workbook Guidance
FORMS

• Table of Contents
  • RHMR-04 Pre-Approval Form (Training)
  • RHMR-05 Pre-Approval Form (Training) Guidance
  • RHMR-06 Pre-Approval Form (Lodging)
  • RHMR-07 Pre-Approval Form (Lodging) Guidance
  • RHMR-08 Pre-Approval Form (Backfill, Out of Rank)
  • RHMR-09 Pre-Approval Form (Backfill, Out of Rank) Guidance
FORMS

- Table of Contents
- Supporting Documents
  - RHMR Travel Tri-fold
  - RHMR Reimbursement Submittal PPT
- Equipment Forms and Guidance
  - Under Development
REIMBURSEMENT SUBMITTAL PACKAGE

- RHMR-01 Reimbursement Checklist

- Separate workbook for each submittal
  - Only applicable workbook tabs
RHMR-01 REIMBURSEMENT CHECKLIST (BACKFILL / OT)

- Agency Invoice
  - Invoice number
  - Date
  - Point of Contact and contact information
  - Total reimbursement
  - Location where reimbursement is mailed
  - Description of service provided
RHMR-01 REIMBURSEMENT CHECKLIST

- RHMR Reimbursement Workbook
  - Separate workbook for each submittal
  - Only applicable workbook tabs
  - Itemized list of payroll costs (Backfill and OT)
RHMR-01 REIMBURSEMENT CHECKLIST

- Completed Pre-Approval Request Form
  - RHMR-06: Pre-Approval Request Form (Lodging)
    - Lodging costs above listing in Travel Tri-fold guidance
  - RHMR-08: Pre-Approval Request Form (Backfill, Out of Rank)
    - Replacement employee from higher rank
RHMR-01 REIMBURSEMENT CHECKLIST

- Receipts
  - All lodging
  - All Rental vehicles
  - All airfare
  - All self-parking (Greater than $10.00)
  - All toll roads / bridges
RHMR-01 REIMBURSEMENT CHECKLIST

• Receipts
  • Mileage requires Google map or MapQuest documentation
    • Mileage is for personal vehicles only
    • Proof of comprehensive and liability insurance required

• Receipts are not required for:
  • Per diem meals
  • Incidentals
  • Parking under $10.00
  • Gas station receipts
• Required with every Reimbursement Submittal Package

• The Reimbursement Workbook Guidance sheet defines how to complete the Reimbursement Workbook.
The Reimbursement Workbook consists of four tabs:

- Summary Page tab
- Backfill / OT Reimbursement tab
- Course Training Reimbursement tab
- Blood Work / Treadmill Reimbursement tab
SUMMARY TAB

- Open the Reimbursement Submittal Guidance document
- Complete the entries per the guidance document
- “Contract Budget” column self-populates and updates the allocation balance
  - Do not make entries in this column
- Enter the Reimbursement Type (corresponds with following tabs)
  - If entries are made under multiple tabs, list all applicable tabs
BACKFILL / OT TAB

- Open the Reimbursement Submittal Guidance document
- Complete the entries per the guidance document
- All training courses require Pre-Approval or shall be sponsored by Cal OES
  - Pre-Approval Shall be obtained prior to first day of course
  - Completed Pre-Approval Request form shall be included with Reimbursement Submittal Package
- Each student shall be listed on a separate row
BACKFILL / OT TAB

- Only students that satisfactorily complete the training are eligible for reimbursement
- Enter OT and Backfill totals separately
  - OT and Backfill reimbursement requests shall have supporting payroll records
  - The OT and Backfill Cost columns auto-populates the total entries.
  - Complete Backfill, Out of Rank Pre-Approval Request form for replacement personnel from higher rank prior to beginning of assignment
BACKFILL / OT TAB

- Enter total lodging reimbursement request
  - Include closed out lodging receipts with Reimbursement Submittal Package
  - Include Pre-Approval Request Form for lodging in excess of [GSA 2020 per diem rates](#)
  - The Lodging column auto-populates the total entries at the bottom of the column.
BACKFILL / OT TAB

• Enter Airfare, Car Rental reimbursement totals
  • The Airfare, Car Rental and Meal columns auto-populates the total entries at the bottom of the columns.
  • Include receipts with Reimbursement Submittal Package

• Enter Mileage total
  • Personal vehicles at $.58 per mile rate

• Enter meal per diem total
  • GSA 2020 per diem rates
  • Do not claim meals that are included with lodging or conference
BACKFILL / OT TAB

- Enter self-parking fees
  - Receipt required for fees in excess of $10.00
  - Valet parking in non-reimbursable
  - Road and Bridge toll fees require a receipt

- Enter incidental costs up to $5.00 per 24 hour period

- After first day

- The Self-parking, Tolls and Incidental columns auto-populates the total entries at the bottom of the columns.
COURSE TRAINING TAB

- Open the Reimbursement Submittal Guidance document
- Complete the entries per the guidance document
- All training courses require Pre-Approval or shall be sponsored by Cal OES
  - Pre-Approval Shall be obtained prior to first day of course
  - Completed Pre-Approval Request form shall be included with Reimbursement Submittal Package
COURSE TRAINING TAB

• Enter the Contractor / Company / Instructor Name

• Enter the contracted fee total or instructor total fees (hourly wages)

• Enter the additional fees (tuition, certifications, equipment/supplies, facility rental)

• All Fee columns auto-populate the total entries at the bottom of the column
BLOOD WORK / TREADMILL TAB

- Open the Reimbursement Submittal Guidance document
- Complete the entries per the guidance document
- Reimbursement for a maximum of 25 hazmat personnel
BLOOD WORK / TREADMILL TAB

• Each hazmat member shall be listed on a separate row
  • Receipt required for each reimbursement submittal

• Enter the date of service

• Enter the name of the provider of treadmill test

• Enter the cost of the treadmill test
BLOOD WORK / TREADMILL TAB

- Enter the name of the provider of blood work test
  - Heavy metals

- Enter the cost of the blood work testing

- All Fee columns auto-populate the total entries at the bottom of the column
The Regional Hazardous Materials Response (RHMR) Pre-Approval Forms are designed to provide flexibility for assignee agencies to allow personnel to attend training, exercises and conferences within the guidelines identified by contractual agreement.

The Pre-Approval Form provides for accountability of expenditures and adherence to contractual agreements for the California Governor’s Office of Emergency Services (Cal OES) Fire and Rescue.
RHMR TRAINING PRE-APPROVAL FORM

- Open the RHMR Training Pre-Approval Request Guidance document

- Complete the entries per the guidance document

- The document is designed to have fillable entries and can be saved and / or printed
RHMR TRAINING PRE-APPROVAL FORM

- Enter the Contract Agency
  - This is the agency that is listed as one of the 12 Assignee Agencies listed on the contracts
  - (Example: Marysville would list Yuba City in the section)

- Enter the type of event for Pre-Approval request (Training, Exercise, or Conference)

- Enter the location of the event (name of city)
RHMR TRAINING PRE-APPROVAL FORM

• The Anticipated Costs column auto-populates the total row at the bottom of the form

• An agency may request multiple events on a single Pre-Approval Request form
  • Cal OES will check the approval or not approved box next to each request and notify the requestor
RHMR EXCESS LODGING PRE-APPROVAL FORM

- Open the RHMR Excess Lodging Pre-Approval Request Guidance document

- Complete the entries per the guidance document

- The document is designed to have fillable entries and can be saved and / or printed
RHMR EXCESS LODGING PRE-APPROVAL FORM

• Enter the Contract Agency
  • This is the agency that is listed as one of the 12 Assignee Agencies listed on the contracts
  • (Example: Marysville would list Yuba City in the section)

• Enter the Training / Exercise / Conference Name

• Enter the lodging location name
RHMR EXCESS LODGING PRE-APPROVAL FORM

• Enter the location of the lodging venue (name of city)

• Enter the daily rate
  • Cal OES requires three additional quotes and may verify that the request is not excessive
  • Cal OES will verify the GSA rate comparison to the requested lodging site
RHMR EXCESS LODGING PRE-APPROVAL FORM

• The Anticipated Costs column auto-populates the total row at the bottom of the form.

• An agency may request multiple lodging sites on a single Pre-Approval Request form.
  • Cal OES will check the approval or not approved box next to each request and notify the requestor.
RHMR BACKFILL, OUT OF RANK PRE-APPROVAL FORM

- Open the RHMR Backfill, Out of Rank Pre-Approval Request Guidance document

- Complete the entries per the guidance document

- The document is designed to have fillable entries and can be saved and / or printed
RHMR BACKFILL, OUT OF RANK PRE-APPROVAL FORM

- Enter the Contract Agency
  - This is the agency that is listed as one of the 12 Assignee Agencies listed on the contracts
  - (Example: Marysville would list Yuba City in the section)

- Enter the Training / Exercise / Conference Name

- Enter the student name and rank
RHMR BACKFILL, OUT OF RANK PRE-APPROVAL FORM

• Enter the replacement name and rank

• The Anticipated Costs column auto-populates the total row at the bottom of the form

• Enter the date(s) of replacement
RHMR BACKFILL, OUT OF RANK PRE-APPROVAL FORM

• An agency may request multiple lodging sites on a single Pre-Approval Request form
  • Cal OES will check the approval or not approved box next to each request and notify the requestor
REIMBURSEMENT SUBMITTAL PACKAGE

• Reimbursement Workbook Guidance
  • Further assistance

• Shared email
  • rhmr@caloes.ca.gov