

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

RHMR-02 REIMBURSEMENT WORKBOOK

RHMR-03 REIMBURSEMENT WORKBOOK GUIDANCE

- Required with every Reimbursement Submittal Package
- The Reimbursement Workbook Guidance sheet defines how to complete the Reimbursement Workbook.

RHMR-02 REIMBURSEMENT WORKBOOK

RHMR-03 REIMBURSEMENT WORKBOOK GUIDANCE

- 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

PRE-APPROVAL REQUEST FORMS

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