

State 9-1-1 Reimbursement Guidelines

Presentation Overview

- How Annual Training Allotment (ATA) reimbursement works
- Types of ATA reimbursement available
- Allowable reimbursement expenses
- Forms required for reimbursement
- ATA approval guidelines



Annual Training Allotment

- Each PSAP is authorized \$10,000 per FY for attendance to preapproved events
- Preapproval is announced through our CA-9-1-1 Branch email.
- Agency may send as many attendees as they like
- Any expenses that exceed the ATA balance will be the responsibility of the PSAP.



- Event registration to include Pre-Conference Courses
- Hotel
- Parking (self-parking, not valet)
- Transportation (airfare; car rental/gasoline; train, Uber; shuttle; taxi); agency vehicles may not submit mileage, but may submit gas receipts
- Mileage can be reimbursed for personal vehicle (maps must be included)
- Meals (that are not included in the event according to the State published rate)
- Wages of event participation, not to exceed 8 hours per day, no overtime
 - Agency may pay overtime however, not reimbursable using ATA funds.



MEALS:

- First day of travel
 - Trip begins at or before 6 am Breakfast may be claimed – up to \$7.00
 - Trip begins at or before 11 am Lunch may be claimed – up to \$11.00
 - Trip begins at or before 5 pm Dinner may be claimed – up to \$23.00



Continuing after 24 hours

- Trip ends at or after 8 am Breakfast may be claimed
 up to \$7.00
- Trip ends at or after 2 pm Lunch may be claimed up to \$11.00
- Trip ends at or after 7 pm Dinner may be claimed up to \$23.00
- Incidentals: \$5



Fractional day of travel

- Trip begins at or before 6 am and ends at or after
 9 am Breakfast may be claimed up to \$7.00
- Trip begins at or before 4 pm and ends at or after
 7 pm Dinner may be claimed \$23.00

Employees may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Employees may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. Tips are not reimbursable.

Allowable Reimbursable Expenses

TRANSPORTATION:

- Reimbursement expenses will be based on the method of transportation that is in the best interest of the state, considering both direct expense and the employee's time
- Allowable forms of transportation include:
 - Airline fare
 - Airport Parking
 - Car Rental
 - Taxi/Uber/Lyft Tips are not reimbursable
 - Tolls
 - Train

Please note: Receipts and itineraries are required to be included in requests for reimbursement.

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Allowable Reimbursable Expenses

LODGING:

Itemized receipts are required for all lodging expenses and must be generated by the commercial establishment. The receipt is to include the name and address of the hotel, the employee's check- in date, check-out date, an itemization of expenses incurred, and payment made.

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Allowable Reimbursable Expenses

MILEAGE:

Personal Vehicle \$0.575

CAR RENTAL

https://www.documents.dgs.ca.gov/ofa/Travel/CarRental/CarRentalRates.pdf

 The Travel department performs a cost comparison for mileage vs cost of rental car from Enterprise and reimburses the lesser.

Further information can be found at: http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx

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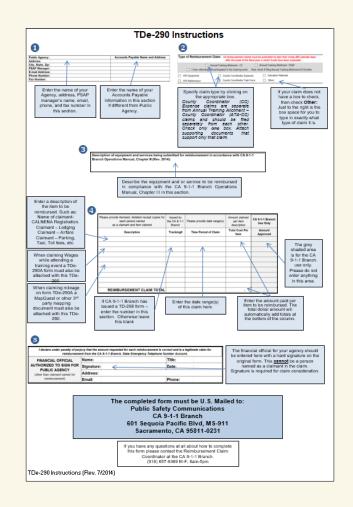
ATA Reimbursement to Agency

- Reimbursement to agency may or may not go directly back to agency. That is controlled by agency, not the CA 9-1-1 Branch
- Forms required for reimbursement:
 - TDe 290 Reimbursement Claim
 - TDe 290A Reimbursement Claim Support Document w/Task Activity Detail (page 2)



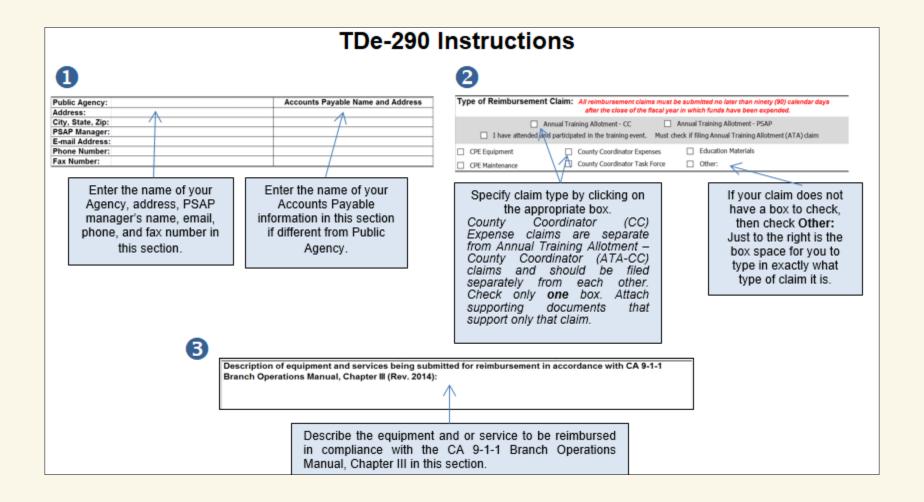
TDe-290 Reimbursement Form

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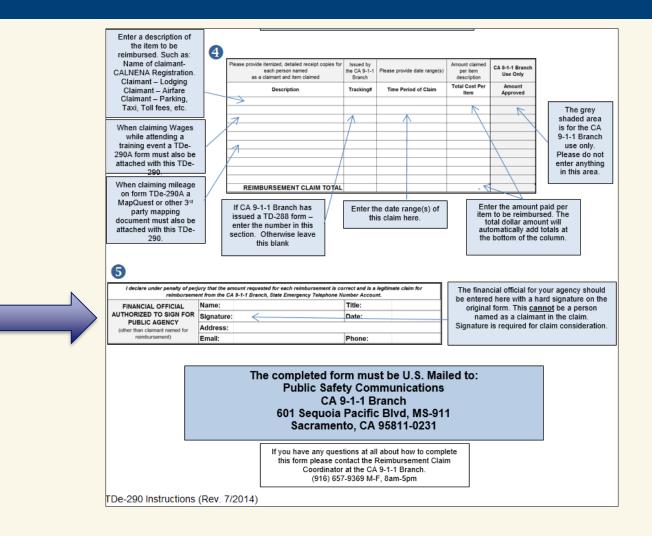


TDe-290 Reimbursement Form





TDe-290 Reimbursement Form



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TD-290A Reimbursement Form

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TD-290A Reimbursement Form

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ATA Reimbursement to an Individual

- Reimbursement to an individual is deducted from agency ATA \$10,000
- The agency is required to track their ATA budget, to include reimbursements from individuals
- The agency employee is required to pay all reimbursed expenses directly and submit for reimbursement
- Reimbursement will go back directly to the individual
- Direct reimbursement is subject to all State of California travel guidelines
- Forms required for reimbursement:
 - STD 204 Payee Data Record (to set up as payee with State Controllers Office)
 - STD 262 Travel Expense Claim



STD204-Payee Data Record

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STD262-Travel Expense Claim

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Reimbursement Policy

 All reimbursement claims must be submitted no later than (90) calendar days after close of the State fiscal year in which funds have been expended.



Reimbursement Links for Travel

State Travel Rates:

https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx

https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf

https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf

https://www.caloes.ca.gov/PublicSafetyCommunicationsSite/Documents/004-ChapterIIIFunding.pdf

https://www.caloes.ca.gov/PublicSafetyCommunicationsSite/Documents/009-ChapterVIII.pdf

To access TDe-290, Reimbursement Claim (Rev. 07/2014) and TDe290A, Reimbursement Claim Support Document (Rev. 07/2014): https://www.caloes.ca.gov/cal-oes-divisions/public-safety-communications/ca-9-1-1-emergency-communications-branch/ca-9-1-1-forms

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GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

ATA Approval Guidelines

- Authorization to utilize ATA funds must support PSAP Operations statewide
- Meetings such as CALNENA, NAPCO, CPRA, agendas are reviewed to ensure topics support PSAP Operations
- POST Training Courses must support PSAP Operations <u>AND</u> be submitted as POST Plan N/A – No POST reimbursement



ATA Reimbursement

Questions?

