**MABAS EXERCISE REIMBURSEMENT INSTRUCTIONS**

 (As of November 18, 2023)

Each organization, due reimbursement, must submit their own request on department/organization letterhead.

A complete reimbursement package includes:

Chief/Director signed letter on department/organization letterhead.

 Completed Request for Reimbursement spreadsheet.

No documentation is required to substantiate payroll charges; but the organization payroll records can be audited by IEMA or FEMA.

8 hours per day authorized. The hours charged for the seminar cannot exceed 8 hours per individual. If there are overtime and backfill hours for the same individual, you cannot exceed 8 hours per day.

The maximum rate is $58.00 per hour.

The volunteer rate is $32.68 per hour.

Reimbursement for overtime and backfill will be documents on the **Request for Reimbursement** spreadsheet. Agencies will complete the following blocks: Agency, Contact Name, Phone, Email, Location, and Date in the header information. For each person complete: Names, Number of Hours, Rate of OT/BF, Total Due, Dates of OT/BF.

When submitting the spreadsheet, include a memorandum on department letterhead, signed by a Chief Officer/Director. This memorandum attests to the hours and hourly rate listed on the spreadsheet are accurate and correct.

Requests for reimbursement must be submitted within 15 days of the event.

Requests should be submitted via email to Michael Graves, Branch Chief for Training and Exercises at graves@mabas-il.org. If you must submit via surface mail, mail to Michael Graves, 36 Berry Dr, Decatur IL 62526.