



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Training Travel Reimbursement Scholarship

Purpose

The Oregon Emergency Management Training Program (OEM Training) has been awarded funding from the Emergency Management Performance Grant (EMPG) to support training travel expenses equitably to support local training delivery needs in underserved locations. OEM Training identifies underserved locations as geographic areas and agencies within Oregon that historically have not held enough emergency management trainings to meet the needs of the area. This may be due to a lack of bandwidth for support by OEM, limited instructor availability, staff availability, or access to a venue within a reasonable distance from their jurisdiction. OEM Training has prioritized credentialing more instructors across Oregon; however, these are primarily local emergency management professionals with minimal budget and time to travel.

Scope

Funding Window

The budget for this OEM Training Travel Scholarship comes from the Emergency Management Performance Grant (EMPG) with a grant period of performance from September 15, 2024 – September 15, 2025. The Training Travel Scholarship has a limited funding stream, and funds will be distributed based on merit until all funds have been exhausted.

Eligible Recipients

The types of recipients eligible for this project are student and instructors. There are instructors that are needed to travel to deliver in-person courses to local jurisdictions that do not have local instructors but have a need for the training courses. Students that reside in underserved locations often have to make the choice to travel to a course or wait and hope there is enough interest by others in the area to host. If it makes more fiscal sense to send single students to other jurisdictions that have the desired training courses, this project will assist by augmenting the cost to travel to that training.

Potential recipients of training travel funding:

- Local, Tribal and/or State partners serving as representatives of their organization, and/or jurisdiction
- Non-Profit Organization or Private Sector

If the training need is more efficiently supported with the delivery of a course at a more centralized location to serve a greater need of people, this funding can be applied to instructors to fulfill that need. If traveling students to mandatory or train the trainer courses has a bigger impact to that local jurisdiction, travel funding can be applied to those types of situations as well.

Funding for students to travel will only be applied to active grantees of EMPG grant cities, counties or tribal jurisdictions. The student applicant for this travel funding does not directly have to receive EMPG funding for their position, but must be directly endorsed by the EMPG city, county, or tribe that they work for. An endorsement letter with agency letterhead should be provided by the local Emergency Manager that is the EMPG recipient.

Identification of Underserved Areas

Underserved locations are identified by OEM training based on information collected from the annual IPPW planning efforts and comparing them to the annual training program delivery report. This compares the intended and/or requested trainings with those that were actually held. OEM Training will also look at the data of delivered courses and compare it to previous years, to identify how long it has been since trainings have been conducted in each area. The data analysis will be completed after each fiscal year end (June 30th). The annual effort to aggregate information will serve to identify underserved areas that OEM Training can coordinate with locals on. Identified underserved areas will be prioritized to receive training support utilizing this reimbursement effort.

Instructor Recruitment

The OEM Training program will coordinate with individual instructors and local jurisdiction hosts for course request, dates, and venue to deliver training at identified locations. The training program will only use state training program credentialed instructors. When establishing which instructors to travel, the training program will start with local instructors that are geographically closest to the identified training location. If those identified instructors are unavailable or unable to instruct, the training program will work through the state credentialed instructor list of those that have availability and approval from their local jurisdiction to travel and instruct.

For additional information on how to become an OEM Credentialed Instructor click the following link: [OEM Credentialed Instructor](#).

Eligible Costs

This guidance will follow all Oregon Department of Administrative Service (DAS) [Statewide Travel Policy](#) and OEM Request for [Reimbursement \(RFR\) Guidance](#) for expectations and requirements.

Eligible expenses include:

- Lodging – Commercial and Non-Commercial Lodging
- Meal Per Diem
- Mileage Reimbursement

Application and Support Letter

Instructor training travel funding and student training travel funding must be approved in advance prior to travel dates for training. The OEM training program requests 45 days minimum notice for application to be received and processed. If the application is received with less than 45 days of notice prior to training, the reimbursement may not be approved.

The application is attached as Appendix A: Training Travel Scholarship application. A support letter should include who the training student is and what agency they represent. Unaffiliated requests will not be processed. The letter must also give a statement on how the training student will support the local jurisdiction upon their return. It should be clear in the statement that the training attendee has direct or indirect support to the local ICS/EOC operations. This is how we can identify and prioritize supporting local training requests while supporting a return of investment to local emergency management agencies. An example of support letter is provided in the application link provided in Appendix A.

Scoring Matrix

The OEM Training Program will utilize an Application Scoring Matrix to provide each application a score, this matrix assesses the following categories:

Situation Type funding is prioritized as follows:

- Local Return on Investment (ROI)
- Local Jurisdiction has not been able to host needed training courses within past 12-month period based on IPPW and end of year report comparison.
- Training Course material will directly inform planning, training, exercise and response of local jurisdiction
- Does the applicant have limited options for the desired training course.
- Willingness to support other communities.

Application Scoring Matrix

Scale	1- Strongly Disagree	2- Disagree	3- Agree	4- Strongly Agree
Local ROI				
Unsuccessful Local Hosting				
Training Course directly applies to jurisdiction				
Limited options for course				
Willingness to Support				

Funding Review Process

The OEM Training Program has created the web-based form that is made available on the OEM Training webpage. Partners interested in receiving training travel funding will utilize the application on Appendix A to outline their request.

Once-per-month, on the 1st Tuesday of the month, the OEM Training Program will review the submitted requests from the last 30 days. The scoring matrix will be applied, and funding selection decisions will be distributed to the applicants during the third week of each month via email from the oem.training@oem.oregon.gov. Approval for reimbursement must be received prior to the training. A successful applicant will be communicated with to make travel arrangements. That may include making lodging arrangements for the individual in advance limiting the amount of reimbursement requests after the training. The applicant will keep receipts, invoices, and folio's proving the cost of the trip. A credit/debit card payment slip does not constitute a receipt. A receipt should include the vendor, amount, date and itemized description of the item or items purchased.

The applicant should submit all documentation back to the oem.training@oem.oregon.gov email along with a cover sheet of the Reimbursement Processing Form that is available in Appendix B. This form will capture all necessary costs. Guidance for the reimbursement is in accordance with the [OEM RFR Guidance Process](#). Up front lodging costs will be arranged by OEM. Reimbursement for lodging, meals, and mileage will be arranged at GSA per diem rates. Appendix C: Outside Agency Reimbursement Frequently Asked Questions will answer many of the questions that could occur while filling out the reimbursement using the form on Appendix B. The Reimbursement Processing Form must be completed and turned in with all invoices within 30 days of the completion of the training course.

Cancellations

Any cancellations will be required 1 week (5 business days) notice prior to the training travel. Emergent cancellations must only be made as a direct communication with the OEM training program by phone call. Email is not an option for notification of emergent cancellations.

Appendix A: Training Travel Scholarship Application

Prior to applying to be considered for the reimbursement projects by OEM Training or Exercise, you must read through the Project plan in its entirety. You will be asked to provide information on training course, exercise descriptions, travel, justification, agency support, and many others.

[Training and Exercise Application for Reimbursement](#)

Please have the following information available before you apply:

1. Starting address for travel (home or agency that you are leaving from)
2. Address of training course location
3. Dates of travel, and dates of training course if they are different
4. Estimated cost of total reimbursement (mileage, lodging, meals)
5. Job responsibilities/tools that this training course will provide

Appendix B: Training and Exercise Reimbursement Application Form

Name of Recipient		Agency		
Which Agency is Being Reimbursed? <i>(Name on check)</i>			Agency Federal Tax Identification #	
Address				
City, State Zip				
Lodging Date(s)	Location	Cost	Tax	Total
<u>Example</u> 8/24/24	Best Western 2630 SW 17th Pl, Redmond, OR 97756	\$125	\$12.42	\$ 137.42
				\$ 0
				\$ 0
				\$ 0
				\$ 0
				\$ 0
Roundtrip Mileage				
Date(s)	Travel Start and Destination	Miles Traveled	Per Diem Rate	Total
<u>Example</u> 8/24/24	OEM 3930 Fairview industrial way Salem, OR 97302 to 2630 SW 17th Pl, Redmond, OR 97756	128.7 miles	\$0.22 per mile	\$ 28.31

Material Purchases	Item description (include item number)	Quantity	Cost Per Unit	Total
<u>Example</u> Name tag holders	Red breakaway lanyards model number S-13756R	2 packs of 24	\$24.00	\$ 64.00
			Total Reimbursement	\$ 0
Organization Authority's Signature		Organization Authority's Printed Name		
ODEM Training Program Signature		ODEM Management Signature		

INSTRUCTIONS

1. Upon completion of Training or Exercise travel or purchase, fill in name, agency and who the check should be made out to.
2. Enter name of where you stayed, cost per night, tax per night and total (per night)
3. Attach your lodging receipt, event details, and reimbursement approval by OEM.
4. Enter Mileage individually for each day that you traveled. If unsure of mileage per diem rate, leave it blank.
5. If materials were purchased, write in the type of material, the description with order number, quantity. Cost per unit, and total cost.
6. Enter the organization's authorizing contact's printed name
7. Organization Authority signs form and submits all reimbursement forms at one time
8. Submit one (1) email with all reimbursement forms and receipts attached to Oregon Emergency Management. If this reimbursement was approved through the Training Program submit by the email oem.training@oem.oregon.gov If it was an approval through the Exercise Program use the email oem.exercise@oem.oregon.gov.
9. Final two signature spaces are for Oregon Emergency Management signatures.

The Reimbursement Processing Form must be completed and turned in with all invoices within 30 days of the completion of the training course.

Appendix C: Outside Agency Reimbursement Frequently Asked Questions

(Please refer to [OEM's RFR Guidance](#) for submitting reimbursement)

I put the expenses on my personal credit card. Can you reimburse me directly?

- No. All reimbursements must go to an agency or organization. Have your employer reimburse you and we will reimburse them.

My reimbursement was less than the amount I requested. Why?

- ODEM follows the most restrictive policy governing the contract. If your organization's policy is less restrictive than State or Federal policy, the most restrictive policy will be followed. If your organization's policies are more restrictive than State or Federal policy, your organization's policies will be used. For example, if your organization pays mileage at a higher rate than State or Federal policy, you will only be reimbursed at the lower State or Federal rate. If your mileage rate is reimbursed at a lower rate than State or Federal policy, you will be reimbursed at your organization's lower rate.

For example: Oregon policy states that you must use an agency vehicle if there is one available. If your agency had a vehicle available for you to use and you chose to take your own vehicle, OEM reimburses at the lower rate (.22 cents per mile). The full rate (or the rate your agency pays) would have been available if you used an agency vehicle. If an agency vehicle is not available, OEM can pay at the government rate (or your agency rate, whichever is lower).

The hotel cost more than the government rate. Will you reimburse at that rate?

- Always request the government rate when booking accommodations. If you made a good faith effort to find a hotel at the government rate, and none was available, then OEM can pay the higher rate. (Complete Good Faith Statement)

How long will it take for reimbursement?

- OEM makes every effort to reimburse quickly, but it is dependent on staffing availability. If you ensure all your backup documentation is included according to the RFR Guidelines, payment will be much quicker. If OEM finance staff need to reach out for additional documentation, it extends the timeline. Payments go through an external process, so it will at least take 2 weeks once the payment is processed at OEM, but it is usually longer.

Why didn't you pay the full per diem for meals?

- There are specific rules about when per diem can be paid, depending on when you travel. Please review the [Oregon Statewide Travel Policy](#) before you submit your reimbursement.

Why am I being asked to provide another signature on the reimbursement form?

- OEM requires a "wet" signature, or an Adobe/DocuSign verified signature on the reimbursement form. We do not accept a typed signature. OEM also requires an authorized representative to sign the reimbursement request who is not getting a reimbursement for their own expense.