

TRAINING EXPENSE GUIDELINES

In order to be reimbursed for training related expenses, the following documentation must be submitted along with your reimbursement request.

1. Cover sheet which breaks down all costs by the following categories:
 - a. Registration
 - b. Travel
 - c. Meals or Per Diem
 - d. Lodging
 - e. Overtime / Backfill
 - f. Other
2. Copies of invoices for all allowable/reimbursable training items purchased.
3. If overtime and/or backfill costs are being claimed, you must also submit a completed Training Payment Request Form.

Here is additional information regarding allowable training expenses from the FY 2009 Homeland Security Grant Program Guidance:

Allowable Training Costs

Allowable training-related costs include, but are not limited to, the following:

- **Funds used to develop, deliver, and evaluate training**, including costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
- **Overtime and Backfill** costs, as defined in this guidance, associated with attending or teaching FEMA-sponsored and/or approved training courses and programs are allowed. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from both their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Further, overtime costs associated with employees who participate in training in a teaching role for which they are compensated are not allowed.
- **Travel** costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

- **Hiring of Full or Part-Time Staff or Contractors/Consultants** to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation as specified in section E.6. In no case is dual compensation allowable (see above).

- **Certification/Recertification of Instructors** is an allowable cost. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers. This information is contained in an Information Bulletin #193, issued October 20, 2005.

You may also refer to the Office of Justice Programs Financial Guide for more detailed information on allowable costs for certain categories. The Financial Guide can be found at: <http://www.ojp.usdoj.gov/financialguide/index.htm>

Please contact your TEMA Grant Specialist with any questions.