



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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Travel Reimbursement Policy

July 1, 2023

This policy goes into effect as dated above and replaces/supersedes all other Massachusetts Emergency Management Agency, Project Management Office (PMO) Travel Policies.

This policy only applies to subrecipients receiving Emergency Management Performance Grant (EMPG), Citizen Corp Program (CCP) and/or Hazardous Materials Emergency Preparedness Grant (HEMP) from the Emergency Management Grants Unit (EM Grants Unit) of the Massachusetts Emergency Management Agency (MEMA).

Federal Regulation, 2 CFR 200.475, Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are *in travel status on official business of the non-Federal entity*. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally funded activities and in accordance with non-Federal entity's written travel reimbursement policies. Notwithstanding the provisions of §200.444, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award.

Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that:

- *Participation of the individual is necessary to the Federal award; and*
- *The costs are reasonable and consistent with non-Federal entity's established travel policy.*
- *Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences is allowable provided that:*
 - *The costs are a direct result of the individual's travel for the Federal award*
 - *The costs are consistent with the non-Federal entity's documented travel policy for all entity travel; and*
 - *Are only temporary during the travel period*

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Travel related expense must be reasonable, necessary, and allowable under grant program. Reimbursement will be based on subrecipient's internal travel policy not to exceed the GSA rates for lodging and meals:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>. *Travel expenses are not eligible if subrecipient does not have a travel policy in place at the time expense occurred.*

All subrecipients must maintain records sufficient to detail the history of procurement and make available, upon request of the Federal awarding agency and MEMA, technical specification on proposed procurements where the Federal awarding agency and/or MEMA believes such review is needed to ensure that the item(s) or services specified in the one being proposed for acquisitions. The non-Federal entity must make available upon request, pre-procurement review, procurement documents, such as request for proposals or invitations for bids, or independent costs estimated.

This policy will go into effect as sated above and applies only to grants managed by MEMA's Emergency Management Grants Unit.



David Mahr
Assistant Director, Chief Administrative Officer
Massachusetts Emergency Management Agency



Date