

2003 SHSGP Part II Training Grant Reimbursable Training Costs

In accordance with the 2003 SHSGP Part II Training Grant, funds allocated to local Emergency Management Coordinators may be used to reimburse local disciplines for training costs. Reimbursement for student training costs will only be made for actual documented expenditures made by the local agency/employer for the following items:

- Student over-time (i)
 - Student back-fill (ii)
 - Lodging for courses more than one day in duration (iii)
 - Mileage in excess of 50 miles round trip (most direct route of travel) (iv)
 - Meals (v)
 - Institutional Costs: Reasonable and customary fees for instructors, classroom rental, breaks, lunches, and expendable items used in the conduct of training (e.g., paper, pencils, flip chart, equipment rental, etc.) (vi)
- i. **Student over-time** – work performed by employees in excess of established work week (usually 40 hours) & only in accordance to or with approval of state or local agency. Dual compensation is not allowed. Allowable fringe benefits are limited to FICA, Workers' Compensation, Unemployment Compensation, and Retirement;
 - ii. **Student back-fill** – another employee replaces student attending training to continue student's job or job responsibilities & (i) (above) applies as well;
 - iii. **Lodging for courses over one day duration** – costs must be in accordance with & must be a reasonable/normal (no high/over-priced hotel) room expense;
 - iv. **Mileage in excess of 50 round trip miles** – (utilizing most direct route);
 - v. **Meals** – must be reasonable with local jurisdiction's travel policy;
 - vi. **Institutional costs** – room rental, instructor fee, audio/visual fee, badges, or any costs for expendable items related to the development & delivery of approved State Homeland Security training; and
 - vii. **Per Diem (daily allowance)** – allowed if used consistently and not in combination with actual rates. Please refer to the following website for state rates and state per diem: http://www.michigan.gov/documents/TravelRates_Oct03_77242_7.pdf