
ITTF POLICY STATEMENT 2014 (5)

TO: U.S. Department of Homeland Security, Federal Preparedness Fund Sub-recipients

FROM: Jonathon Monken, Director 
Illinois Emergency Management Agency

DATE: August 27, 2014

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Use of Federal Preparedness Funds for Travel **(to supersede ITTF Policy Statement 2014 (1))**

INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is a working partnership of more than 60 multi-discipline, multi-jurisdictional members, representing a broad spectrum of public safety agencies and associations and every community in Illinois. The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants received by the state of Illinois.

GENERAL POLICY STATEMENT

It is the policy of the Illinois Emergency Management Agency (IEMA) to follow the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board, for all travel conducted by the ITTF or its representatives and sub-recipients who seek reimbursement for expenses through federal preparedness grant funds.

Travel Reimbursement Paid Directly by IEMA

If a member of the ITTF or any of its committees or workgroups wishes to use federal preparedness funds retained by IEMA to pay for travel costs associated with attendance at a designated ITTF meeting or other homeland security-related event, the following guidelines apply:

- Traveler must request in writing from the ITTF Chair or his/her designee authorization to attend an ITTF meeting or other homeland security-related event prior to the event for which travel reimbursement is being sought. An authorization must be sought for each event. The authorization request must provide the purpose of the event, why attendance is critical to homeland security preparedness in Illinois, and approximate cost of travel. This requirement is waived if the ITTF Chair or his/her designee requests the traveler attend an event on behalf of the ITTF.



- Traveler is required to follow the guidelines and is limited to the travel reimbursement rates listed in the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board.
- Travelers employed by the state of Illinois are responsible for adhering to their own agency's travel policy and procedures for requesting travel, including completion and submission of out-of-state travel requests. Travelers employed by the state of Illinois also are required to submit a completed state of Illinois Form C-10, signed by an authorizing official from their agency, in order to claim a travel reimbursement.
- To receive reimbursement for lodging, traveler must be attending an event that is more than 50 miles away from his or her residence.
- An employee whose travel during a given day doesn't include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route. This rule is effective for all travel occurring on or after July 1, 2014.
- Travelers employed by local government or other public sector or non-governmental organizations are required to submit a completed ITTF Travel Reimbursement Form in order to claim a travel reimbursement.
- The ITTF Travel Reimbursement Form requires travelers to indicate the location of their headquarters (location where majority of work time is spent), location of their residence, and commuting mileage (distance from residence to headquarters). Commuting mileage must be deducted from any mileage claimed.
- For in-state conferences/workshops, travelers must submit with their completed travel reimbursement a summary of the workshop/conference, including purpose statement, goals/objectives and key outcomes (lessons learned). IEMA will not process reimbursements without the workshop/conference summary.
- Completed travel reimbursement form and all appropriate attachments, such as agendas, out of state travel approval, and appropriate receipts, must be submitted directly to IEMA for payment.
- Travelers will submit travel reimbursements to IEMA no later than 60 days after completion of travel or within 30 days after the completion of the appropriate grant performance period from which the reimbursement will be funded.

Travel Reimbursement Paid by Sub-recipient of IEMA

If a representative of a sub-recipient of IEMA wishes to use federal preparedness funds for travel, the following must occur:

- Traveler is required to follow the guidelines and is limited to the travel reimbursement rates listed in the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board, unless the sub-recipient has developed policies and guidelines for travel that have been accepted by IEMA. These policies and guidelines cannot include rates that exceed those established by the Office of Management and Budget for federal employee travel. To be eligible for a different reimbursement rate, the sub-recipient's schedule of reimbursement must be submitted to IEMA at the time of grant application.

- To receive reimbursement for lodging, traveler must be attending an event that is more than 50 miles away from his or her residence or in an urban location where the commute between event site and residence would cause an undue travel burden. The traveler must be on approved travel status.
- An employee whose travel during a given day doesn't include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route. This rule is effective for all travel occurring on or after July 1, 2014.
- Sub-recipient must certify that the purpose of travel is in accordance with appropriate grant agreement from which reimbursement will be paid and related to the implementation of homeland security-related activities.
- Traveler must complete the ITTF Travel Reimbursement Form in order to claim a travel reimbursement. Sub-recipients may develop their own travel reimbursement form as long as it provides at minimum the same information requested in the ITTF Travel Reimbursement Form.
- The ITTF Travel Reimbursement Form requires travelers to indicate the location of their headquarters (location where majority of work time is spent), location of their residence, and commuting mileage (distance from residence to headquarters). Commuting mileage must be deducted from any mileage claimed.
- For in-state conferences/workshops, travelers must submit with their completed travel reimbursement a summary of the workshop/conference, including purpose statement, goals/objectives and key outcomes (lessons learned). IEMA will not process reimbursements without the workshop/conference summary.
- Sub-recipient will submit travel reimbursements from the traveler to IEMA no later than 60 days after completion of travel or within 30 days after the completion of the appropriate grant performance period from which the reimbursement will be funded.

Prior Approval for Out-of-State Travel

All out-of-state travel paid by sub-recipients with federal preparedness funds requires prior approval by IEMA. Requests must be submitted through the IEMA Grants Portal a minimum of 30 days prior to the intended dates of travel. The "Travel Request" form is located under the Forms and Information tab on the portal. The form includes name of traveler(s), destination, travel start date and end date, purpose of travel, why out-of-state travel is critical to Illinois' homeland security program, and estimated cost. Upon completion of travel, travelers must submit with their completed travel reimbursement a summary of the workshop/conference, including purpose statement, goals/objectives and key outcomes (lessons learned). IEMA will not process reimbursements without the workshop/conference summary.

Unallowable Travel Costs

The following travel costs are ineligible for reimbursement with federal preparedness funds:

- Individual meals, regardless if receipts are provided. Food and/or beverage reimbursement will be requested according to the per diem allowance (i.e. rate per breakfast and dinner) as outlined in the State of Illinois, Governor's Travel Control Board, *Travel Guide for State Employees*.

- Blanket approvals for travel costs associated with attendance at an ITTF meeting or other homeland security-related event, unless authorized by the ITTF Chair or his/her designee. This applies to IEMA-administered funds only.

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would prevent a sub-recipient from adhering to this policy, the sub-recipient must request in writing to the ITTF Chair or his/her designee an exception prior to the initiation of travel.

EFFECTIVE DATE OF POLICY

This policy is effective for travel initiated after Aug. 27, 2014.