

2018
Reimbursement Information
for students of the South Carolina
Emergency Management Division Training Program

Employees of State, county, local and non-profit organizations headquartered in South Carolina can be reimbursed for eligible lodging and meals, up to specified state limits when associated with your participation in a multi-day training program at the SCEMD HQ. Single day events are not eligible for repayment.

Students who live within 49.9 miles of the SCEMD HQ

You are not eligible for meal or motel repayment.

Students who live 50 miles or more from the SCEMD HQ

You are eligible to be repaid for your lodging expense on each night between each full day of class. You will be reimbursed for 3 meals per day on each class day when you stay at a motel overnight.

Students who live 100 miles or more from the SCEMD HQ

You are also eligible for lodging and lunch & dinner meal reimbursement for the day before the course begins. This does not apply if the announced class start time is 10:00 am or later.

Note: If you do not incur hotel lodging expenses, you are not eligible for meal reimbursement. There is no reimbursement for transportation expenses.

The maximum reimbursement amount for each motel night and each meal is set by state government regulations. SCEMD has no control of these amounts.

If your employer pays for the lodging and meal expenses, you are not eligible for reimbursement. Your employer may be eligible for reimbursement of expenses in this case.

Lodging with friends or family at a residential occupancy, or an Airbnb type rental are not eligible for reimbursement.

A failure to provide or properly complete each required form will result in no reimbursement.

Please follow these instructions to file for expense reimbursement:

- 1) **Bring a letter from your agency** on letterhead stating who is to be reimbursed for your lodging and meals (you or the agency). An authorized individual from your agency must sign the letter. (County Director, Finance Officer, etc) Student's signature on this letter is not acceptable.

A) *If you paid for your own hotel and meals while attending the course and wish to be reimbursed directly- the letter from your agency should read:*

"We are not reimbursing (YOUR FULL NAME) for lodging or meals associated with his/her attendance

at the (COURSE NAME) course held at (COURSE LOCATION) on (COURSE DATES). Please

reimburse him/her directly. His/her SSN is (STUDENTS SSN). For information contact our finance

office at (CONTACT NAME/NUMBER).

B) *If your agency/department paid for your hotel and meals while attending the course- the letter should read:*

"We have paid lodging and meals for (YOUR FULL NAME AND SSN) to attend the (COURSE NAME)

at (COURSE LOCATION). Please reimburse our agency directly for his/her expenses. Our Tax ID

Number is (FEDERAL TAX ID NO.) For information contact our finance office at (CONTACT

NAME/NUMBER).

- 2) **Provide a copy of Mapquest (or similar map) showing the mileage** to be 50 miles or more.

- 3) **Provide Original lodging receipt** (morning of the last day of class)

Students are responsible for reviewing room rates and hotel charges prior to checkout.

Note: If you are going to request reimbursement you will need a motel receipt, which you cannot obtain from a 3rd party booking service (Travelocity, Hotwire, Priceline, Expedia, Orbit, Trivago, Kayak, etc). SCEMD will not contact the hotel to discuss your invoice.

Note: SCEMD cannot reimburse you for additional charges such as use of an In- Room Safe, internet connection, movie or game rental, hospitality services, marketing or other fees.

- 4) **Completed W-9** (form provided 1st day of class)

- 5) **Completed SCEMD Travel Request Form** (form provided 1st day of class)

- 6) **Completed SCEMD Travel Support Document** (form provided 2nd day of class)

ALL DOCUMENTATION MUST BE SUBMITTED BY THE MORNING OF THE LAST DAY OF CLASS