



Iowa Financial Assistance for the
Region 7 LEPC/TERC Conference
July 25-27, 2013
Overland Park Marriott
10800 Metcalf Ave. • Overland Park, Kansas

The Iowa Emergency Response Commission has set aside \$10,000 of the HMEP training funds for financial assistance for members of LEPC and Regional Emergency Planning Committee (REPC) members to attend the Region 7 LEPC/TERC Conference July 25-27, 2013.

Registration and hotel reservation information will come out at a later date. The Conference website is: <http://www.marc.org/gti/lepc-terc>

As in the past, LEPC/REPC members who want this financial assistance will need to send a request by email to paul.sadler@iowa.gov by COB July 1, 2013. A list of requests will be maintained on a first come first serve basis. You will receive a reply with a sample invoice to be used by your LEPC to assist in submitting your expenses.

Anyone requesting the financial assistance must be from an active LEPC/REPC and listed in our database as a member. An active LEPC/REPC is one that has submitted at least two sets of minutes in the past year, and has provided membership and officer updates.

After the conference, by COB August 14, 2013, the LEPC/REPC will submit to HSEMD, your allowable expenses on an original invoice. Your invoice should be on letterhead and have an original signature from your LEPC Chair. Documentation will be required for any reimbursement. Any invoices received after this date will not be considered.

Please send the invoice to:

Lisa Sexton
7105 NW 70th AVE
Camp Dodge Bldg W-4
Johnston, Iowa 50131
Phone: 515-725-3213
Fax: 515-725-3260
Lisa.sexton@iowa.gov

Allowable expenses are based on the Department of Administrative Services State Accounting procedures. All travel claims must be for actual expenses.

- Conference Registration will be reimbursed at the early bird rate.
- Hotel room – A receipt from the Hotel with a zero balance is required for reimbursement. We will pay only specific nights; i.e.: we may pay for the night before the conference if the session starts at 8:00 am. We will not pay for the room on the last day even if the Conference wrap-up is after 5:00 pm. Hotel bills must be in your name. i.e.: if one person pays for two rooms, we can only pay for one room. We will only pay for the Conference rate of the hotel. If you fail to reserve your room on time and have to pay a higher hotel rate, the conference rate will apply.
- Meal receipts must be original and must be itemized to show what was actually consumed. No alcohol, tips or extras will be allowed. Out of State Level 2 rates will apply.
- Breakfast - \$7.00
- Lunch - \$9 (Unless provided by the Conference)
- Dinner/Supper - \$17 (except when provided by the Conference and Awards Dinner)
- If the participant departs from the official domicile before 6:00 a.m. the day of the Conference, the participant is eligible to be reimbursed for breakfast. A notation of this must be included on the travel payment. If there is no notation on the travel payment, reimbursement for breakfast will not be allowed. If returning on the same day as the last day of the Conference, and arrival back at the official domicile is after 7:00 p.m., reimbursement for dinner is allowable. A notation of this must be included on the travel payment. If there is no notation on the travel payment, reimbursement for dinner will not be allowed.
- Original receipts are required for all meals and must be attached to the invoice. If the LEPC is submitting multiple invoices, each receipt must be labeled with the name of the person who made the expenditure.
- Mileage - \$.39 per mile
- No tips, alcohol, or extras will be considered.
- You may not get 100 % reimbursement for all of the allowable expenses.
- To be reimbursed for the conference, you must attend the SERC Breakout and sign in (and stay for the entire breakout).
- To be eligible for reimbursement for the 8 hour training sessions on Thursday, July 25th, you must provide a certificate of completion for the session you attended. Some training topics on that day may not be eligible for reimbursement under the HMEP grant.