

## **Kansas Mutual Aid System (KMAS) Reimbursement Process**

### **Overview**

The standard KMAS reimbursement process is initiated when deployed personnel submit documentation for travel and other expenses to the requesting political subdivision for payment, and the process ends when the requesting political subdivision reimburses the assisting political subdivision.

Each party to a KMAS mission must ensure that documentation relating to a KMAS claim for reimbursement is complete and fully supports the expenses incurred. Issues with insufficient documentation should be resolved between parties in a timely fashion. Specific responsibilities and documentation requirements in the four-step reimbursement process for each party are listed below.

### **Deployed Personnel**

Deployed personnel are responsible for preparing and submitting to the requesting political subdivision a travel voucher with approved daily time and attendance records, additional documents that may be required by the resource provider, and other supporting documentation outlined under Section VI of the KMAS inter-jurisdictional mutual aid agreement.

Deployed personnel also assist the resource provider in preparing documentation for other expenses incurred during the deployment, including daily equipment use, claims for damaged items (machinery and personal protective equipment), maintenance or restoration of equipment to pre-deployment condition, contractual services and any other expense authorized in the REQ-A.

### **Resource Provider**

1. The resource provider is responsible for auditing travel vouchers, reimbursing deployed personnel for travel expenses, and paying other eligible expenses incurred in connection with the KMAS mission deployment.
2. All expenses incurred and paid by the resource provider are compiled and summarized by category of expense on a KMAS reimbursement request (R-1) form.
3. A single R-1 form is utilized for each KMAS mission performed by personnel of the resource provider and for which a single REQ-A was executed.

The Resource Provider's reimbursement package consists of the following documents:

- A. Completed For R-2 with copies of supporting documentation attached, such as:
  - i. A copy of the fully executed REQ-A
  - ii. Copies of timesheets
  - iii. Work records

- iv. Payroll vouchers/documents
  - v. Travel expense reports/vouchers
  - vi. Travel policies and procedures
  - vii. Warrants/checks demonstrating proof of payment
  - viii. Receipts or invoices for purchased goods
  - ix. Similar documents evidencing eligible costs incurred as outlined in the REQ-A
  - x. Other documentation as outlined under Section VI KMAS inter-jurisdictional mutual aid agreement.
- B. Cover letter on resource provider letterhead, officially transmitting the reimbursement package to the requesting political subdivision and advising of any special instructions or other requirements the resource provider may have.
- i. The resource provider should not submit incomplete claims to the requesting political subdivision. Mission documentation must be complete before the claim is submitted. Any problems or issues with documentation should be discussed with the requesting political subdivision and resolved prior to submission.

#### **Assisting Political Subdivision**

1. The assisting political subdivision is responsible for auditing claims submitted by the resource providers for eligible expenses incurred.
2. The resource provider may be paid by the assisting political subdivision following an audit and determination of eligible expenses after the assisting political subdivision has first received funds from the requesting political subdivision.
3. Once Resource Provider claims have been audited (and paid, if allowable), the assisting political subdivision prepares its claim. The expenses relating to paid reimbursement claims of resource providers are summarized by category of expense on the KMAS R-1 form.
4. Single reimbursement packages should be developed for each REQ-A.
  - a. *Example 1: If one individual or jurisdiction completed the mission on a single REQ-A, the reimbursement package will consist of one KMAS R-1 form and one KMAS REQ-A form.*
  - b. *Example 2: Should multiple individuals or jurisdictions comprise the mission of a single REQ-A, the reimbursement package would consist of multiple R-1 forms and a single REQ-A form.*

The assisting political subdivision reimbursement package consists of the following:

- A. A completed KMAS REQ-A form
- B. A completed KMAS R-1 form (or multiple forms should multiple individuals or jurisdictions comprise a single REQ-A mission) and supporting documentation
- C. Copies of warrants or checks demonstrating proof of payment
- D. A cover letter on the assisting political subdivision's letterhead, officially transmitting the reimbursement package to the requesting political subdivision. The cover letter may describe special instructions for remitting payment to the assisting political subdivision, special cost coding that may be requested, IRS or employee tax ID number of the assisting

political subdivision's resource provider, the name and contact information of the individual in the assisting political subdivision who is responsible for compiling the reimbursement package, and any other information relevant to the payment of the claim.

**Requesting Political Subdivision**

The requesting political subdivision is responsible for auditing assisting political subdivision claims and for issuing reimbursement payments to the assisting political subdivision(s) in a timely manner.