

Kansas Mutual Aid System Compact

Section I: Preamble

In 2006, the Kansas Legislature created a statewide mutual aid system by enacting KSA 48-950 through KSA 48-958. The statewide mutual aid system automatically made all political subdivisions of the state a part of the system, subject to the ability of political subdivisions to withdraw from the statewide mutual aid system.

The purpose of this compact is to expand the resources and provide assistance available to each of the participating political subdivisions, assist with planning, ensure more timely arrival of aid, minimize operational and administrative conflicts, resolve disputes, and facilitate the prompt recovery of costs. A participating political subdivision may request assistance of other participating political subdivisions in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies or in concert with authorized drills or exercises.

Section II: Definitions

Assisting Jurisdiction: A participating political subdivision in the Kansas mutual aid system that is rendering personnel and equipment to another jurisdiction that has requested assistance to mitigate against, plan for, respond to, or recover from a natural, man-made, or technological disaster.

Authorized Representative: The chief executive of a participating political subdivision, or their designee, who is empowered to request resources, obligate resources, and expend funds on behalf of the participating political subdivisions under the terms of this compact.

Emergency Management Agency: The agency responsible for coordinating emergency management activities through all-phases – mitigation, preparedness, response, and recovery – within a county.

Disaster: Any emergency which has been officially declared by a state of local disaster emergency by the chairperson of the board of county commissioners.

Emergency Management Coordinator/Director: The position appointed by the board of county commissioners that is responsible for that coordinating emergency management functions within a respective county.

Emergency Responder: Any person in the public or private sector who: (1) has special skills, qualifications, training, knowledge and experience which would be beneficial to a participating political subdivision in response to a locally-declared emergency as defined in any applicable

law or ordinance or authorized drill or exercises; and (2) is requested or authorized, or both, to respond. An emergency responder may or may not be required to possess a license, certificate, permit or other official recognition for the emergency responder's expertise in a particular field or area of knowledge. "Emergency responder" as defined in KSA 48-949 may include, but is not limited to, the following: law enforcement officers, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency management personnel, public works personnel and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency.

Mutual Aid: A prearranged written agreement and plan whereby assistance is requested and provided between two or more political subdivisions during a declared state of local disaster emergency under terms of this compact.

Period of Assistance: The period of time beginning with the departure of any personnel and/or equipment of the assisting jurisdiction from any point for the purpose of traveling to provide assistance exclusively to the requesting jurisdiction, and ending on the return of all of the assisting jurisdiction's personnel and equipment to their regular place of work or assignment, or otherwise terminated through written or verbal notice to the authorized representative of the requesting jurisdiction by the authorized representative of the assisting jurisdiction.

Requesting Jurisdiction: A participating political subdivision that has declared a state of local disaster emergency in response to a natural, man-made, or technological hazard that has requested assistance from another participating political subdivision.

Staging Area: A location identified outside of the immediate emergency area where emergency response equipment and personnel assemble for briefing, assignment, and related matters.

Section III: Articles of Agreement

Article I: Purpose and Authorities

- A. The purpose of this compact is to provide for mutual assistance between the participating political subdivisions entering into this compact in managing any emergency or disaster that is declared a state of local disaster emergency by the chairman of the board of county commissioners, or their designee, in accordance with a county emergency operations plan whether arising from natural, man-made, or technological hazard.
- B. This compact shall also provide for mutual cooperation during drills and exercises, utilizing personnel and equipment to simulate performance of any aspect of the giving and receiving of aid by participating political subdivisions during emergencies, such actions occurring outside actual declared local state of disaster emergencies.
- C. This compact is made and entered into by and between the participating political subdivisions pursuant to KSA 48-950. For the purposes of this compact, the term

"participating political subdivisions" means counties, cities, townships, and other political subdivisions of the state which have not, through ordinance or resolution of the governing body, acted to withdraw from this compact.

Article II: Participation by Political Subdivisions

All political subdivisions within the state are automatically a part of the Kansas mutual aid system. A political subdivision may elect not to participate or to later withdraw from the system by adoption of an appropriate resolution by its governing body declaring that it elects not to participate in the statewide mutual aid system and providing a copy of the resolution to the deputy director of Kansas Division of Emergency Management (KDEM). This act does not preclude participating political subdivisions from entering into supplementary agreements with another political subdivision and does not affect any other agreement to which a political subdivision may currently or in the future be a party under other Kansas statutes.

Article III: General Implementation

Each participating political subdivision entering into this compact recognizes that many emergencies and disasters transcend political jurisdictional boundaries and that inter-governmental coordination is essential in managing these and other emergencies under this compact. Each participating political subdivision further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any individual political subdivisions have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating political subdivisions, including any resources on hand that are essential to the safety, care, and welfare of the people in the event of any locally-declared emergency or disaster, shall be the underlying principle on which all articles of this compact are understood. On behalf of the board of county commissioners or each participating political subdivision in the compact, the legally designated official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this compact.

Article IV: Participating Political Subdivision Responsibilities

It shall be the responsibility of each participating political subdivision with jurisdiction over and responsibility for emergency management within such subdivision to:

- (a) Identify potential hazards that could affect the participating political subdivision, using an identification system common to all participating jurisdictions;
- (b) Conduct joint planning, intelligence sharing and threat assessment development with contiguous participating political subdivisions and conduct joint training;
- (c) Identify and inventory the current services, equipment, supplies, personnel and other resources related to planning, prevention, mitigation and response and recovery activities of the participating political subdivision; and

- (d) Adopt, train on and operate using the national incident management system (NIMS) and Incident Command System (ICS) as developed by the U.S. Department of Homeland Security to provide structure for incident management to ensure for the safety of emergency responders and citizens as well as the efficient use of resources.
- (e) Develop an operational plan, standard operating procedure, or standard operating guide that outlines procedures utilized once the compact is enacted.

The authorized representative of an impacted participating political subdivision may request assistance of another participating political subdivision by contacting their authorized representative. For the purposes of this compact, “authorized representative of a participating political subdivision” means a mayor or their designee, a county commission chairperson or their designee, or an emergency management coordinator/director or their designee. The provisions of this compact shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty (30) days of the verbal request.

Article V: Limitations

Any participating political subdivision requested to render mutual aid or participate in drills and exercises under mutual aid shall take such action necessary to provide and make available the resources covered by this compact in accordance with the terms herein. It is understood that the participating political subdivision providing assistance may withhold resources necessary to provide reasonable protection for their jurisdiction. Each participating political subdivision shall afford to the emergency forces of any assisting participating political subdivision, while operating within its limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the requesting jurisdiction), duties, rights, and privileges as are afforded forces of the requesting jurisdiction in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the participating political subdivision receiving assistance. These conditions may be activated, as needed, only subsequent to a state of local disaster emergency declared by the chairperson of the board of county commissioners of the participating political subdivision that is to receive assistance or commencement of drills or exercises for mutual aid and shall continue so long as the drills or exercises for mutual aid are in progress, the state of local disaster emergency remains in effect, or loan resources remain in the receiving participating political subdivision, whichever is longer.

Article VI: Licenses and Permits Portability

Whenever a person or entity holds a license, certificate, or other permit issued by a participating political subdivision or the state meeting qualification in a professional, mechanical, or other skill and the assistance of such person or entity is requested by another participating political subdivision, the person or entity shall be deemed to be licensed, certified, or permitted in the political subdivision requesting assistance for the duration of the declared emergency, drills, or

exercises, subject to any limitations and conditions the chief executive of the participating political subdivision receiving the assistance may prescribe by executive order or otherwise.

Article VII: Liability

All activities performed under this act are deemed hereby to be governmental functions. For the purposes of liability, all persons responding under the operational control of the requesting political subdivision are deemed to be employees of the requesting participating political subdivision. Each participating political subdivision party to this compact will be responsible for providing insurance coverage for its own actions and those of its employees and volunteers. Each participating political subdivision will also be responsible for providing workers' compensation insurance coverage for its own employees. Except in cases of willful misconduct, gross negligence or bad faith, neither the participating political subdivisions nor their employees shall be liable for the death of or injury to persons or for damage to property.

Article VIII: Supplementary Agreements

Nothing herein shall preclude any political subdivision from entering into supplementary agreements or affect any other agreements already in force between political subdivisions. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons, and the exchange of medical, fire, law enforcement, public works, transportation, personnel, equipment and supplies.

Article IX: Compensation

Personnel of a participating political subdivision responding to or rendering assistance for a request who sustain injury or death in the course of, and arising out of, their employment are entitled to all applicable benefits normally available to personnel while performing their duties for their employer. Such personnel shall receive any additional state and federal benefits that may be available to them for line-of-duty deaths.

Article X: Reimbursement

Any participating political subdivision party to this compact rendering aid in another participating political subdivision pursuant to this compact shall be reimbursed by the party receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party participating political subdivision may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party participating political subdivisions may enter into supplementary agreements establishing a different allocation of costs. Article IX expenses shall not be reimbursable under this provision.

Article XI: Implementation

This compact shall become operative immediately upon its enactment by any two (2) participating political subdivisions. The chief executive, or their designee, of each participating political subdivision party to this compact may name additional authorized representatives who have the authority to request resources, obligate resources, and provide assistance under the terms of this compact. A participating political subdivision may request assistance from another participating political subdivision in preventing, mitigating, responding to, and recovering from any emergency which has been officially declared by a state of local disaster emergency by the chairperson of the board of county commissioners or their designee. To invoke assistance under the provisions of this compact, an authorized representative from the requesting jurisdiction shall be required to contact an authorized representative of another participating political subdivision party to this compact to make a request for assistance known.

Article XII: Severability

This act shall be construed to effectuate the purposes stated in Article I herein. If any provision of this act or its application to any person or circumstance is held invalid, the invalidity shall not affect any other provision or application of the act which can be given effect without the invalid provision or application.

Section IV: Requests for Assistance

Requests for assistance shall be made in accordance to Articles III and IV of this compact. Requests may either be verbal or in writing and will be administered through authorized representatives of participating political subdivisions. Verbal requests will be followed up with a written request for assistance (REQ-A) form within thirty (30) days. Participating political subdivisions party to this compact agrees to utilize the Kansas Mutual Aid System REQ-A form for the implementation of this inter-jurisdictional mutual aid compact. Once the REQ-A is duly executed by the authorized representatives of both the requesting jurisdiction and assisting jurisdiction, the REQ-A constitutes a legally binding contract. Each request for assistance should be accompanied by the following information, to the extent known:

1. The intent to implement this compact, as distinguished from any other existing mutual aid agreement;
2. A general description of the emergency situation, damage or injury sustained or threatened;
3. Identification of the emergency service function or functions for which assistance is needed (e.g. fire, law enforcement, emergency medical, search and rescue, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, etc.), and the particular type of assistance needed;
4. The amount and type of personnel, equipment, materials, supplies, and/or facilities needed and a reasonable estimate of the period of assistance that each will be needed; and

5. The location or staging area where the resources are to be dispatched and the specific time that the resources are needed; and
6. The name and contact information of the authorized representative for follow-up questions if needed to fulfill the resource request; and
7. The name and contact information of a representative of the requesting jurisdiction to meet the personnel and equipment of any assisting jurisdiction.

This information may be provided on the REQ-A form designed for this purpose or by any other available means. The authorized representatives in the assisting jurisdiction will be responsible for forwarding and coordinating the request for assistance with the appropriate emergency support functions and/or organizations within their county based on availability of the resources requested.

An authorized representative who determines that their assisting jurisdiction have the available personnel, equipment, or other resources, shall so notify the authorized representative of the requesting jurisdictions and provide the following information, to the extent known:

1. A complete description of the personnel and their expertise and capabilities, equipment, and other resources to be furnished to the requesting jurisdiction;
2. The estimated period of assistance that the personnel, equipment, and other resources will be available;
3. The name of the person or persons to be designated as supervisory personnel for the assisting jurisdiction; and
4. The estimated time of arrival for the assistance to be provided at the designated location.

Section V: Reimbursement

Reimbursement Guidelines

Each participating political subdivision has the latitude to develop their own travel policies for their jurisdiction. As such, travel policies and required documents to process reimbursement under the compact will vary from political subdivision to political subdivision. Regardless of the differences in travel policies amongst participating political subdivisions, the accurate collection, preparation, and submission of documentation and the coordination of the reimbursement process by participating political subdivisions party to this compact will expedite the payment of claims for reimbursement.

The standard reimbursement timeline outlines 45 days for each review cycle after demobilization and each claim is received by the assisting jurisdiction and requesting jurisdiction. Deployed personnel must submit their travel voucher or other documentation as soon as possible after returning to their home jurisdiction. The assisting jurisdiction will compile and submit an *Intrastate Reimbursement (R-1)* form within 45 days to the requesting jurisdiction. The requesting jurisdiction will audit the reimbursement package and provide payment to the assisting jurisdiction within 45 days of receipt.

Timely processing of required documentation and reimbursement of all parties involved are critical to success of the Kansas mutual aid system and the willingness of participating political subdivisions to deploy resources in the future, however some participating political subdivision may have conditions within their jurisdiction that will render them unable to comply with the reimbursement timeline guidelines set forth. If a party to this compact is unable to comply with the reimbursement guidelines, a statement to that effect should be included in the REQ-A form along with a projected timeline for submission of the reimbursement package to the assisting jurisdiction should be included in the REQ-A form. The notification of the projected timeline within the REQ-A and compact on the projected timeline between the parties will serve to establish a revised timeline for the assisting jurisdiction to receive payment.

Considerations

1. Each participating political subdivision party to this compact shall identify and train staff and other organizations that may deploy resources in support of this compact. This training should explain the mission request process and reimbursement process, including what documentation will be needed to support a reimbursement claim.
2. The REQ-A form is utilized to convey estimated reimbursable costs.
3. Mutual aid requests under this compact are valid only if they have been approved by the authorized representatives of the requesting jurisdiction and assisting jurisdiction through the REQ-A form process or verbal agreement. All verbal agreements will be followed up with a REQ-A form within thirty (30) days of the verbal request.
4. Differences in estimated costs and other conditions that warrant an amendment to the REQ-A form must be communicated and agreed upon between authorized representatives of the requesting jurisdiction and assisting jurisdiction within a reasonable timeframe of the mission. Cost estimates in the REQ-A form do not determine the final cost obligation of the requesting jurisdiction as referenced in Article X of this compact. Differences between the estimated and actual costs may necessitate an amendment to the REQ-A form.
 - a. The basis of an amendment should be costs that are documented, justifiable and reasonable within the scope of the mission as described on the REQ-A form.
 - b. Participating political subdivisions may complete amendments to the REQ-A form to update cost estimates or other conditions that are documentable, justifiable, and reasonable. The assisting or requesting jurisdiction may initiate an amendment to a REQ-A form. Sections I and II must be properly executed by authorized representatives of the requesting jurisdiction and assisting jurisdiction. Suggested guidelines for amending a REQ-A form include:
 - Changes in lodging or food provisions
 - Changes in tour-of-duty dates
 - Necessary equipment repair or replacement
 - Returning equipment to pre-deployment conditions
 - Errors in calculating personnel or fringe benefit costs
5. Any expenses claimed must be directly related to the performance of an official mission under this compact and must be supported by a REQ-A form duly executed by the authorized representatives of the requesting jurisdiction and assisting jurisdiction.

6. Claims for reimbursement document the expenses incurred during a deployment under the compact. Claims are based upon the cost estimates provided in the REQ-A form. Cost estimates may not reflect actual mission costs. Actual costs are determined by expenses incurred by the resource provider to perform the mission as described in the REQ-A form and substantiated by documentation of costs.
7. When an assisting jurisdiction prepares a reimbursement request package, it must be sure to provide details on expenses incurred in performing duties related to the mission and supply documentation to support the expenditures as described in the REQ-A form.
8. Before submitting a reimbursement package to the requesting jurisdiction, the assisting jurisdiction should thoroughly audit the package for completeness and to ensure that the expenses and supporting documentation being claimed are consistent with the cost categories and estimates provided in the REQ-A form.
9. In accordance with Article X of this compact, and in the spirit of mutual aid, assisting jurisdictions may determine to waive reimbursement for some or all of the costs related to the mission. Any partial or full waiver of reimbursement shall not be contingent upon jurisdictions receiving federal funds as the result of a major disaster declaration by president under the Stafford Act, but rather based on the hardship that it would cause the requesting jurisdiction.
 - a. Partial waiver of reimbursement: The assisting jurisdiction should send a letter within 45 days upon completion of the mission to the requesting jurisdiction indicating the intention of the assisting jurisdiction to exercise a partial waiver of the reimbursement. The amount to be waived should be clearly stated and included in the cover letter attached to the assisting jurisdiction's reimbursement package and forwarded to the requesting jurisdiction for action.
 - b. Full waiver of reimbursement: The assisting jurisdiction should send a letter within 45 days upon completion of the mission to the requesting jurisdiction indicating the intention of the assisting jurisdiction to exercise a full waiver of the reimbursement.
10. A requesting jurisdiction should be reasonable when reviewing claims from an assisting jurisdiction. The assisting jurisdiction could be faced with unanticipated fiscal issues if not reimbursed completely for expenses in a timely manner.
11. Discussions between the assisting jurisdiction and the requesting jurisdiction, as well as the development of requesting jurisdiction and assisting jurisdiction procedures for the reimbursement of claims will help to resolve discrepancies and provide any special instructions needed.
12. Participating political subdivisions should consider the inclusion of an appeals process in their audit process so that assisting jurisdictions and requesting jurisdiction may work together to resolve issues and problems.

Eligible Reimbursement Costs

This compact is intended to provide reimbursement for actual costs incurred during the execution of valid mission. All expenses incurred as described in the REQ-A form and amended REQ-A, if applicable, are eligible for reimbursement. Costs aggregated in the REQ-A form are estimated costs until such time that the assisting jurisdiction compiles the reimbursement package and reconciles expenses. Reimbursable expenses begin to be incurred when deployed personnel

and/or assets initiate travel to the requesting jurisdiction and end when the personnel and assets return to their home jurisdiction. In addition, certain expenses incurred for pre-deployment and post-deployment activities can be eligible for reimbursement if the activities, timelines, and cost estimates are documented in Part II of the REQ-A form and approved by the authorized representative of the requesting jurisdiction.

Note: Credit card statements are not considered a valid document for the purposes of reimbursement.

Cost categories and examples of eligible expenses under each cost category are as follows:

1. Personnel

Eligible Costs: Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by the resource provider. Backfill costs are normally not eligible, but may be negotiated between the requesting jurisdiction and assisting jurisdiction and, if authorized, must be documented on the REQ-A form, and agreed upon by the authorized representatives of the requesting jurisdiction and assisting jurisdiction.

Documentation: Daily work records/work logs, ICS forms, time and attendance records, and payroll registers.

2. Ground Transportation

Eligible Costs: Cost of fuel for government owned vehicles, mileage reimbursement for privately owned vehicles, parking fees, and highway toll fees.

Documentation: Fuel receipts for government-owned vehicles, parking receipts, and highway toll receipts. Privately owned vehicle mileage reimbursement at rates established by the assisting jurisdiction; if the assisting jurisdiction does not have prescribed rates for privately owned vehicle mileage reimbursement, reimbursement will be in accordance to GSA mileage reimbursement rates found at <http://www.gsa.gov/portal/content/100715>.

3. Lodging

Eligible Costs: Actual costs for lodging, except where costs were direct billed or paid by the requesting jurisdiction, directly provided to deployed personnel (e.g., base camp or congregate care facility), or where lodging was non-existent and primitive conditions were present (e.g., personal tents). The lodging type should be documented on the REQ-A form.

Documentation: Original receipts for lodging showing a zero balance or amount paid.

4. Meals

Eligible Costs: All meal costs will be calculated according to the policies of the assisting jurisdiction. Some jurisdictions have a pre-determined per diem rate established, while others reimburse for actual meal costs supported by receipts. In the absence of an assisting jurisdiction having policies in place for meals, per-diem meal rates utilizing federal GSA rates found at www.gsa.gov for the deployment area will be utilized.

Responders from assisting jurisdictions will not be reimbursed for meals where costs were direct billed to or paid by the requesting jurisdiction, meals were directly provided to deployed personnel (e.g., base camp or congregate care facility), or there was another food service provider (e.g., American Red Cross, Salvation Army, or other volunteer organization). Meal provisions should be documented on the REQ-A form.

Documentation: Regardless of the methodology used, the assisting jurisdiction and/or resource provider policy documentation should accompany the reimbursement package; receipts for reimbursement of actual meal costs.

5. Equipment

Eligible Costs: Operating costs for operation of equipment, including overhead, all maintenance, fuel, field repairs, fuel, lubricants, tires, Occupational Safety and Health Administration (OSHA) equipment, and other costs incidental to operation will be paid in accordance to the *Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates*, which can be accessed online at <http://www.fema.gov/schedule-equipment-rates>. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible; standby equipment costs are not eligible. Labor costs of operators are not included in the rates and should be listed and approved separately from equipment costs in the REQ-A form.

Documentation: Copies of log sheets that indicate the dates and hours that the equipment was in use.

6. Commodities

Eligible Costs: Consumables and other supplies and materials that are necessary to perform the mission as described in the REQ-A.

Documentation: Receipts for purchases and records substantiating the need for these purchases (e.g. office supplies, such as notebooks, staplers, paperclips, and pens; other consumable items generally needed to perform the mission).

7. Other

Eligible Costs:

- a. Reasonable costs to repair or replace equipment damaged *during deployment* while performing the mission described in the REQ-A form. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.
- b. Costs relating to the decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in the REQ-A form.
- c. Reasonable costs for maintenance and repair of equipment to restore it to pre-deployment condition.
- d. Replacement costs: All damaged, destroyed, totaled, contaminated or otherwise unusable items that were used on an official, fully executed mutual aid mission (uniform, turn-out gear, etc.) should be considered as replacement and should be documented as such. Further, these items should be reported as damaged as soon as known to be so such that proper record keeping can take place.

Documentation: Pictures of damaged equipment, accident report, copy of insurance coverage, receipt for required repairs or decontamination, and a narrative statement justifying the action for which the expenses was incurred. If submitting maintenance costs, sending copies of maintenance records for months prior to the deployment will substantiate the rates.

Ineligible Reimbursement Costs

This compact is intended to provide reimbursement of actual costs incurred during the execution of valid inter-jurisdictional mutual aid missions. All expenses incurred as described in the REQ-A form (and amended REQ-A form, if applicable) are eligible for reimbursement. Any costs not agreed to in the REQ-A form or in an amended REQ-A form are not eligible for reimbursement. Such ineligible costs typically include the following:

- Administrative costs associated with pre-deployment, response, and post-deployment functions or other costs incurred by assisting jurisdictions in responding to mutual aid requests, unless otherwise mutually agreed upon by each party state and stipulated in the REQ-A form.
- Costs for alcohol, tobacco, toiletries, and similar items.
- Costs incurred by an entity who self-deployed without a valid REQ-A form or with prior verbal consent of both the assisting jurisdiction and requesting jurisdiction authorized representatives, but which were not followed up within thirty (30) days by a written REQ-A form.
- Costs for items not specified in the REQ-A form, unless otherwise deemed justifiable by the requesting jurisdiction at a later date and supported by an amendment to the REQ-A form or submission of valid supporting documentation in the reimbursement package that is accepted by the requesting jurisdiction authorized representative.

Reimbursement Process

The standard reimbursement process is initiated when the assisting jurisdiction submit documentation for travel and other expenses to the requesting jurisdiction for payment, and the process ends when the requesting jurisdiction reimburses the assisting jurisdiction.

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

1. Deployed Personnel

Deployed personnel from the assisting jurisdiction are responsible for preparing and submitting to their agency a travel voucher or other documentation with approved daily time and attendance records, additional documents that may be required by the assisting jurisdiction and requesting jurisdiction, and other supporting documentation outlined above under *Eligible Reimbursable Costs*. Deployed personnel also assist the assisting jurisdiction 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 form.

2. Assisting Jurisdiction

The assisting jurisdiction is responsible for auditing travel vouchers, reimbursing deployed personnel for travel expenses, and paying other eligible expenses incurred in connection with the mutual aid deployment.

All expenses incurred and paid by the assisting jurisdiction are compiled and summarized by category of expense on an R-1 form. A single R-1 form is used for each mutual aid mission performed by personnel of the assisting jurisdiction and for which a single REQ-A form was executed. The assisting jurisdiction's reimbursement package consists of the following documents.

- A completed R-1 form with copies of supporting documentation attached, such as:
 - A copy of the fully executed REQ-A form.
 - Copies of timesheets.
 - Work records.
 - Payroll vouchers/documents.
 - Travel expense reports/vouchers.
 - Travel policies and procedures.
 - Warrants/checks demonstrating proof of payment.
 - Receipts or invoices for purchased goods.
 - Similar documents evidencing eligible costs incurred as outlined in the REQ-A form.
 - Other documentation as outlined under *Eligible Reimbursable Costs* of this document.
 - Cover letter on Resource Provider letterhead, officially transmitting the reimbursement package to the assisting jurisdiction.

3. Requesting Jurisdiction

The requesting jurisdiction is responsible for auditing the assisting jurisdiction's claims and for issuing reimbursement payments to the assisting jurisdiction in a timely manner.

Section VI: Dispute Resolution

Should a dispute arise between parties to this compact regarding reimbursement or any other term and condition of this compact, the parties involved in the dispute will make every effort to resolve the dispute within thirty (30) days of written notice of the dispute by the party asserting non-compliance with the terms of this compact.