

All Hazard Incident - ESF #4
Employee Documentation Checklist

All documentation MUST be forwarded to your State Point of Contact (POC) immediately upon return from your assignment. The State POC is responsible for ensuring the documentation is complete and will facilitate submission to OF&A (FA107) for billing to FEMA. *Costs not supported by proper documentation will be billed back to the home unit.*

The following documentation must be received in order to bill FEMA for ESF#4 response (hurricanes, floods, earthquakes, oil spills, and other emergencies). Employees ordered and assigned under ESF#4 must follow the guidelines below to ensure reimbursement from FEMA.

1. **Resource Order:** The Resource Order must include the incident number for the project you are charging to, your name, and functional position.
2. **Payroll:** Code overtime and hazard pay to the project code on the Resource Order.

Permanent Full Time employees **cannot** charge base 8's to any "all hazard" incident. A Special Interest Code will be established in the Federal Finance System (FFS) for each "all hazard" incident in order to track costs (such as base 8) that are not reimbursed by FEMA.

3. **Charge Card:** For **EVERY** purchase made on your charge card, you must provide a **legible** copy of your receipt. The receipt must match the amount charged on your credit card statement. If an "S" number (Resource Order Request Number) was issued for the purchase, a copy of the Resource Order must accompany the receipt.
4. **Travel:** The National Business Center Travel Desk will provide copies of all required travel documentation related to "all hazard" incidents. To avoid confusion and needless paper please **DO NOT forward copies of your travel documents**.
5. **Receipts:** FEMA requires submission of ALL receipts (100%) including those not required by the Federal Travel Regulations.
6. **SF-1164:** If you charge miscellaneous expenditures to the incident, a completed SF1164 along with legible receipts supporting your claim must be submitted.
7. **Contracts:** All contractual documents must include an explanation of what the contract is for, a copy of the Resource Order, and a copy of the bill submitted for payment.