



# EMPG

## Reimbursement Checklist

### TIPS FROM THE PREPAREDNESS GRANTS COORDINATORS TO SIMPLIFY PAYMENT REQUESTS

The Emergency Management Performance Grant (EMPG) provides reimbursement for eligible expenses associated with operating a jurisdiction's Emergency Management Program. Reimbursement requests should be submitted quarterly in the AmpliFund grant management system.

Invoices and receipts documenting expenses do not need to be submitted with each payment request, but must be retained at the local level and available upon request and for monitoring visits.

Log in to the AmpliFund website: <https://mt.amplifund.com>



**General Ledger Report** showing that payment has been made for an expense. The general ledger should include:

- Date range of the expenses included in the payment request
- Name of the person being paid for Salary and Benefits
- Budget category to identify how the expense is claimed in AmpliFund (For example: Supplies, Utilities, Public Information System)

**Travel expenses** are eligible for official business related to approved training, exercises and activities outlined in the EMPG Work Plan. For reimbursement, please provide:

- General ledger/financial report for lodging, meals, and mileage costs
- Mileage log showing name of person traveling, date of travel, reason for travel, destination, and number of miles
- Event agenda or justification
- Abide by the local/state travel policy
- Reimbursement may not exceed federal per diem

The mileage tracking form is available on the [EMPG Resources](#) page of the MT DES website.

This checklist provides the key points needed for EMPG payment requests. For detailed information on programmatic and financial requirements, please visit the MT DES website for the [State Program Guidance](#) and EMPG [FAQ document](#).