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Subject: FW: EMTF Daily Meal and Incidental Flat Rate
Date: Friday, September 1, 2023 12:51:06
Attachments: [image001.png](#)

Please see the email below, regarding reimbursement for Meals and Incidentals while deployed with the EMTF. This policy became effective at the beginning of the current 2023 Wildfire SMA and will be in effect, moving forward, unless changed by DSHS.

The EMTF and DSHS will no longer require receipts to be submitted for these charges; however, each agency and member should follow their local policies and procedures for tracking expenditures (if it is your agency policy to submit receipts, then continue to maintain receipts).

If you have any questions, regarding this policy change, please contact Mikal Orr at mikal.orr@setrac.org.



From: Wilczynski,Jonah (DSHS) <Jonah.Wilczynski@dshs.texas.gov>

Sent: Tuesday, August 15, 2023 8:39 AM

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Subject: EMTF Daily Meal and Incidental Flat Rate

Some people who received this message don't often get email from jonah.wilczynski@dshs.texas.gov. [Learn why this is important](#)

Good morning.

On behalf of the DSHS Center for Health Emergency Preparedness and Response (CHEPR) Program, please see the updated guidance below. This is effective today and for all future EMTF costs submitted.

EMTF Daily Meal and Incidental Flat Rate

- The deployed EMTF Member's daily meals and incidentals will be reimbursed utilizing a flat rate amount per day/ per person. This flat rate will cover both meals and incidentals (no receipts required) at the rate established by the State Comptroller for "employees" meals identified at this link [State Meal Rates](#) for each deployed member for each day activated or as approved by the SMA. Please reference the rate listed under 'Employees, In-State or Out-of-State Meals and Lodging' rates, specifically the bullet with 'Meals in state/out of state' which is currently \$59 (subject to change). Do not use the GSA rates.
- EMTF Daily Meal and Incidental Flat Rate is paid "portal to portal" beginning on the day the responder deploys and concludes on the day the responder returns to their home residence/home base and has completed demobilization.
- The EMTF Daily Meal and Incidental Flat Rate will be recorded

on the travel tab of the reimbursement packet and will be validated by the labor tab and ICS 214 activity logs for the deployed member for those days.

Thanks,

Jonah Wilczynski, CTCM

Unit Director - RLHO/Consumer Protection & Monitoring Unit

Contract Management Section (CMS)

Department of State Health Services (DSHS)

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