



## **Skagit County Department of Emergency Management Emergency Worker Program**

### **Submitting a Volunteer Fuel Reimbursement Claim**

**Only to be used on official missions. Trainings, exercises, and PR events are not eligible.**

Note: To be eligible for personal vehicle fuel reimbursement, as per WAC 118-04-360, one or more of the following criteria must be met while on mission response:

- 100+ miles driven, roundtrip, on a single mission
- Mission response lasting more than 24 hours
- Driving out of Skagit County for mutual aid mission response

**1) Individual volunteer or 501(c)(3) volunteer group must register for a Statewide Vendor Number (SVN) and Direct Deposit Authorization form**

- a. Direct Deposit is optional but will deliver the reimbursement quicker. Otherwise, a check will be sent in the mail.
- b. Use the following link to find forms for SVN registration, direct deposit and updating name/contact info:
  - i. [Office of Financial Management- Statewide Vendor Number \(SVN\) Forms](#)

**2) Volunteer must complete EMD-036 (reimbursement form) and send to Volunteer Coordinator at Skagit DEM, along with fuel receipt**

- a. Email is preferred for both the completed form as well as a clear photo or scanned copy of fuel receipt
- b. Fuel receipt needs to be timestamped within 24 hours post-mission
- c. [EMD-036- Fuel, Toll & Ferry Reimbursable Expenses Claim Form \(PDF\)](#)
  - i. Note: Under "Instructions," #8 has a dead link. It is intended to direct you to the process of registering for a Statewide Vendor Number (SVN) as outlined above.

**3) Skagit DEM Director must approve and sign the EMD-036 Reimbursement form. Volunteer Coordinator will submit the completed form to the State Emergency Management Department (EMD), along with a copy of the relevant EMD-078 form (activity report sign-in sheet) and fuel receipt.**

- a. This is a good reminder to make sure you are signing in and out and documenting "Total Miles" on activity report sheets!



## **Skagit County Department of Emergency Management Emergency Worker Program**

### **Additional Information**

- When applying for a State Vendor Number (SVN), please allow 10-15 days for processing. The state receives about 5,000 requests per month.
- If applying as a 501(c)(3), a contact person must be named on the SVN registration form
- Submit your SVN Registration form directly to the Washington State Office of Financial Management (OFM). Instructions for this are included in the registration form.
- SVN Registration only needs to be done once, initially. Thereafter, the assigned SVN will be used on all future reimbursement requests.
- The State EMD will use the information on form EMD-036 and the fuel receipt to make sure the time of fill-up is *after* the start of the mission and the gallons purchased makes sense for the miles driven and the make/model of the vehicle.
- If time permits, it may be helpful to do a “pre-mission fill up” and then refuel after returning to most accurately account for fuel used on mission.
- Reimbursements come from Washington State, not Skagit County.

For printed version of this document, web addresses for links on page 1 are as follows:

Office of Financial Management- Statewide Vendor Number (SVN) Forms

- <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

EMD-036- Fuel, Toll & Ferry Reimbursable Expenses Claim Form (PDF)

- <https://mil.wa.gov/asset/5ba420d7f412b>



## **Skagit County Department of Emergency Management Emergency Worker Program**

**WAC 118-04-360**

### **Eligibility requirements and procedures for filing fuel, toll, and ferry expense reimbursement claims.**

(1) The person seeking reimbursement shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter 38.52 RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official. For individuals representing a volunteer organization, the organization must be a locally recognized emergency worker volunteer organization activated by an authorized official for an authorized activity under the provisions of chapter 38.52 RCW, and a responsible unit official shall have reported to the authorized on-scene official.

(2) The emergency management division will provide forms (Form EMD-036, fuel, toll & ferry reimbursable expenses claim) for reimbursement of fuel, toll, and ferry expenses as authorized by chapter 38.52 RCW. All claims must include receipts and documentation and be submitted through the local emergency management agency to the emergency management division.

(3) For claims arising outside of the person's jurisdiction of residence, the claimant may file the claim with the jurisdiction of residence, provided that the local emergency management agency director in the jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) Fuel, toll, and ferry reimbursable expense claims shall be considered for both individual emergency workers and for emergency workers representing volunteer organizations when missions:

(a) Occur outside a participating emergency worker's/volunteer organization's county of residence; or

(b) In which an emergency worker/volunteer organization has participated for more than twenty-four hours; or

(c) Occurring within an emergency worker's/volunteer organization's county of residence and lasting less than twenty-four hours, when:

(i) The mission required an emergency worker/volunteer organization to drive a vehicle more than fifty miles one-way; or

(ii) Authorized officials required an emergency workers/volunteer organization to drive a vehicle more than one hundred miles during the course of the mission.

(5) Fuel, toll, and ferry expenses resulting from training events shall not be eligible for reimbursement.