

August 06, 2012

We are writing to inform you that changes have been made to the Procurement & Reimbursement Procedures for *Community Emergency Response Teams (CERT)* manual. Changes in regard to food and/or beverage purchases and travel expenses were implemented due to new rules instituted by the Missouri Office of Homeland Security (MoOHS). All changes are effective immediately. The chart below outlines what changes have been made and which pages of the manual have been affected. We emphasize the importance of referring to most recent edition of the Procedures Manual. If you are still referring to a copy of the manual dated before August 2, 2012 then you are not using the most current manual. The current manual has “**Updated 08/02/2012**” in the lower right hand corner. In the coming days you will be able to access the current copy of the manual at <http://www.stl-starrs.org/> or at E-Sponder’s website. Both sites will also have the current forms. When accessing the electronic version of the manual, you can use the bookmark feature to find key items faster.

**CHANGES:**

**Forms: Please go to the website noted above to get the most updated forms.**

- ❖ The Purchase Request Form has been updated. Food, beverages, and related items have been removed from the drop down menus.
- ❖ The Checklist for Instructor Pay has been updated to reflect the new requirement of an Expected Attendees Form.
- ❖ The Travel Expense Report Form has been updated to reflect the new limitations on costs for mileage.

**Manual:**

| Page Number | Changes   |
|-------------|---|
| 15          | <b>See fifth bullet point.</b> The food/beverage purchasing policy has changed. See page 23 for the changes.  |
| 17          | <b>See 4).</b> An Expected Attendees Form must be turned in PRIOR to a training course.   |
| 19          | <b>See 5).</b> Double billing for instructor time is prohibited. Please read this section carefully for information regarding how instructor time is to be billed and will be treated for purposes of reimbursement.            |
| 23          | <b>See 6).</b> Due to new regulations issued by MoOHS, food and beverages can no longer be purchased by EWG or reimbursed by EWG for training courses.  |
| 26          | <b>See all.</b> Due to new regulations issued by MoOHS, EWG’s travel policy in regard to mileage and meal reimbursement has been updated. <b>ALL TRAVEL MUST BE APPROVED BY EWG/STARRS IN WRITING IN ADVANCE OF ANY TRAVEL.</b> |

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| 29      | <b>See introductory paragraph.</b> The documents required for reimbursement/payment must be turned in to EWG/STARRS no later than thirty (30) days after the travel is completed.  |
| 31 – 82 | The example forms in the Appendix have been updated to reflect any updates that have been made to the forms in the past year. The forms that have been updated include: Invoice for Items Purchased; Purchase Request Form; Travel Expense Report; and the Checklists. |

If you have any questions please contact:

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