

RSA BUDGET SUPPORT DOCUMENTATION REQUIREMENTS

RSA's should be set up to bill automatically through the Intra-Governmental Payment and Collection (IPAC) system. For each of these transactions, please submit the following support documents by the 20th of each month:

- Excel billing template for your agency, totaling each of the IPAC'd amounts (a request will be sent to you with a copy of the IPAC)
- FBMS financial reports (by object class) in support of the IPAC'd amounts
- FBMS labor reports (by employee name, pay period, budget object code, and amount)
- Copy of travel vouchers
- Fuel Receipts (only if not claimed as mileage on travel voucher)
- Miscellaneous receipts (for items that are pre-authorized)

These documents and information are required by FEMA in support of the Mission Assignments. Please ensure that the information is provided within the timeframe identified.

Thank you.

Please email documents to: susan_glesne@ios.doi.gov

Hard copies may also be mailed to:

Office of the Secretary – Office of Emergency Management

Attn: Susan Glesne

1849 C Street

Room 3418

Washington, DC 20240