

## **Instructions for Using the Office Relocation Expense Report (DA-I-6)**

This Excel spreadsheet has two parts, the Needs Estimate and the Relocation Expense Cost Estimate.

In the event of a catastrophic disaster, it may be necessary to temporarily relocate agency offices. The costs for moving and setting up these temporary offices can be eligible for reimbursement by FEMA, but all expenses must be properly documented.

The first page is set up to provide key information and about which offices need to be relocated and what the equipment and furniture needs are for effective operations.

For emergency relocation, not all items on the list may be needed, and there may be some items needed that are not a part of the otherwise normal operations. This list provides a working guide for reconstituting a temporary office and doesn't include partitions and office supplies and other amenities. Notice that the form does not list some common office items like coffee pots or refrigerators.

Enter the number of units for each listed item. The unit costs can be added later and the "Total" column is calculated.

For follow up purposes, there are "Needed by" and "ETA" or Estimated Time of Arrival columns.

The second page is important for FEMA reimbursement. FEMA requires that when equipment is leased or rented, the delivery, set up and haul-away charges must be itemized separately.

There is a column for monthly lease and a purchase cost column. Leasing or renting is always the preferred way to acquire equipment for disaster use. Generally, agencies will get a much higher rate of reimbursement for leased or rented equipment over purchased equipment. The Purchase Cost column (in red) does not calculate into the Total Cost column (in green). The columns are shaded to indicate the preferred method of equipment acquisition for temporary use.

However, if the equipment acquired for temporary use will be used later in the permanent offices once they are repaired or rebuilt, then purchase may be the best option. Check with your state and the FEMA representatives on your particular case.

If there are multiple office that need relocation, enter multiple tabs into the spreadsheet and then they can be summarized by using Excel's "Cross-Tab" reporting feature.