

# TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES

## Task Force Member Travel

### VOLUME. 1

### REFERENCE 1-14

- 1.01 Guidelines apply to all Texas Task Force One members who have a current Memorandum of Understanding (MOU) in place with the Texas A&M Engineering Extension Service (TEEX) – Texas A&M Task Force One Or Texas Task Force Two (TX-TF).
- 1.02 The Per Diem rates found on the U.S. General Services Administration (GSA) web-site are used as maximum allowable rates based on location. GSA per diem rates change on October 1 of each year. Ensure the appropriate rate is applied GSA Per Diem information link <http://www.gsa.gov/portal/content/104877>
- 1.03 When travel is required and approved, TEEX TX-TF1 staff will make travel and lodging arrangements for approved task force member travel, to include airfare, vehicle rental, and lodging. Members will receive email notification of reservations and billing information.
- 1.04 Non-Deployment State Travel
  - Task force members participating in meetings or TX-TF1 sponsored training events that require an overnight stay, are responsible for obtaining prior documented approval.
  - Requests for approval are to be submitted to the TX-TF1 Project Coordinator, who will forward requests to the TX-TF1 Sponsoring Agency Chief, Section Chief, or an approved delegate.
  - The task force member will be notified, and if approved, TEEX TX-TF1 will also notify you of the approved lodging arrangements. Lodging maybe provided at TEEX facilities, or local hotels.
  - Members are not routinely reimbursed for transportation costs, meals, or incidentals to attend these events.

## 1.05 Non-Deployment Federal Travel

- Task force members participating in FEMA or State sponsored training or meetings are responsible for obtaining prior documented approval.
- Requests for approval are to be submitted to the TX-TF1 Project Coordinator, who will forward requests to the TX-TF1 Sponsoring Agency Chief, Section Chief, or an approved delegate.
- The task force member will be notified, and if approved, TEEX - TX-TF1 will also notify you of the approved travel and lodging arrangements.
- Transportation costs, lodging, meals, and authorized incidentals will routinely be provided or reimbursed by TEEX - TX-TF1.

## 1.06 State and Federal Deployment Travel

- Transportation, lodging, and meals are provided for TX-TF1 team members in most situations and reimbursement is not authorized.
- Occasionally smaller squads or teams may be in situations that require out-of-pocket payment for lodging, meals, and incidentals. Prior approval by Sponsoring Agency Chief, Section Chief, or approved delegate is required.
- Itemized receipts are required for all expenditures.
- Texas Sales Tax, and Texas State Hotel Occupancy Tax are not allowable expenses and forms must be provided to vendors to ensure these taxes are not charged.
- Meal and Lodging rates must not exceed the GSA per diem rates for the location.
- Receipts for public transportation, parking, and tolls should be requested if not automatically provided.
- Task force members should make every effort to obtain double-occupancy rooms at the best rate available within GSA per diem rates.
- Rental vehicles must be approved by FEMA Branch (before mobilization) or the IST (during FEMA deployment)
- In certain deployment situations lodging may not be available at or below the GSA rate. In order to receive full reimbursement, the member must obtain prior documented approval from the Sponsoring Agency Chief, Section Chief, or approved delegate.
- Reimbursement request is to be submitted to TEEX - TX-TF staff within 15 days of demobilization.

1.07 Deviation from the TX-TF1 Travel Guidelines will require prior documented approval from the Sponsoring Agency Chief, Section Chief, or approved delegate.