

# **TEXAS TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **TASK FORCE TRAVEL**

### **VOLUME 1**

#### **REFERENCE NO. 1-14**

#### **1.00 PURPOSE**

- 1.01 The purpose of this document is to provide information regarding travel that applies to all Texas Task Force (TX-TF1) members who have a current Memorandum of Understanding (MOU) in place with the Texas A&M Engineering Extension Service (TEEX) - TX-TF1.

#### **2.00 OBJECTIVE**

- 2.01 Understand how travel works in the state of Texas and outside the state of Texas when representing TX-TF1.

#### **3.00 DEFINITIONS**

- 3.01 **Task Force Administrative Staff:** The staff which is stationed at TX-TF1 headquarters full time that supports the day to day operation of the Task Force.

#### **GENERAL GUIDELINES**

- 4.01 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 information link <http://www.gsa.gov/portal/content/104877>
- 4.02 When travel is required and approved, TX-TF1 staff will make travel and lodging arrangements for the approved Task Force member's travel, to include airfare, vehicle rental, and lodging. Members will receive email notification of reservations and billing information.

- 4.03 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, Program Manager, or an approved delegate.
  - The Task Force member will be notified once the request for approval has been received, and if approved, TX-TF1 will also notify the Task Force member of the approved lodging arrangements. Lodging maybe provided at TEEEX facilities or local hotels.
  - Members are not routinely reimbursed for transportation costs, meals, or incidentals to attend these events.
- 4.04 Non-Deployment Federal Travel
- Task Force members participating in FEMA 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, Program Manager, or an approved delegate.
  - The Task Force member will be notified once the request for approval has been received, and if approved, TX-TF1 will also notify the Task Force member of the approved travel and lodging arrangements.
  - Transportation costs, lodging, meals, and authorized incidentals will routinely be provided or reimbursed by TX-TF1.
- 4.05 State and Federal Deployment Travel
- Transportation, lodging, and meals are provided for TX-TF1 members in most situations.
  - Reimbursements are typically 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 an 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.
- 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, Program Manager, or approved delegate.
- Reimbursement request must be submitted to the Task Force administration staff within 15 days of demobilization.

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