

TEXAS A&M PUBLIC WORKS RESPONSE TEAM STANDARD OPERATING GUIDELINES

TX-PWRT Travel

VOLUME. 1

REFERENCE 1-09

- 1.01 Guidelines apply to all Texas A&M Public Works Response Team members who have a current Memorandum of Understanding (MOU) in place with the Texas A&M Engineering Extension Service (TEEX) – Texas A&M Public Works Response Team (TX-PWRT).
- 1.02 The Per Diem rates found on the U.S. General Services Administration (GSA) website are used as maximum allowable rates based on location. GSA Per Diem information link <http://www.gsa.gov/portal/content/104877>
- 1.03 When travel is required and approved, TEEX/TX-PWRT staff will make travel and lodging arrangements for approved TX-PWRT member travel, to include vehicle rental (when required), and lodging. Members will receive email notification of reservations and billing information.
- 1.04 Non-Deployment State Travel
- TX-PWRT members participating in meetings or TX-PWRT 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-PWRT Operations Chief, who will forward requests to the TX-PWRT Participating Organization point of contact, or an approved delegate.
 - The TX-PWRT member will be notified, and if approved, TEEX/TX-PWRT will also notify you of the approved lodging arrangements. Lodging may be provided at TEEX facilities, or local hotels.
 - Members are not routinely reimbursed for transportation costs, meals, or incidentals to attend these events.
- 1.05 State Deployment Travel
- Lodging and meals are provided for TX-PWRT 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 TX-PWRT Director, Operations Chief, or approved delegate is required.

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- 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. 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 TX-PWRT Director, Operations Chief, or approved delegate.
- Receipts for public transportation, parking, and tolls should be requested if not automatically provided.
- TX-PWRT members should make every effort to obtain double-occupancy rooms at the best rate available within GSA per diem rates.
- Reimbursement request is to be submitted to TEEEX/TX-PWRT staff within 15 days of demobilization.

1.06 Deviation from the TX-PWRT Travel Guidelines will require prior documented approval from the TX-PWRT Director, Operations Chief, or approved delegate.