

# Reimbursement of Travel and Lodging Expenses

## A. Travel and Lodging Reimbursement Policies

1. The following students **are** eligible to receive reimbursement for travel and lodging expenses incurred when attending TDEM-sponsored training courses:
  - a. Employees of city, county governments and school districts.
  - b. Members of volunteer agencies affiliated with city and county governments.
  - c. Employees and volunteer members of volunteer organizations that are members of the State Emergency Management Council.
  - d. Members of the Texas Civil Air Patrol.
  
2. The following students **will not** be reimbursed for travel and lodging expenses incurred while attending TDEM-sponsored training courses:
  - a. Employees of the state or federal government.
  - b. Residents of states other than Texas.
  - c. Members of the military.
  - d. University students and faculty.
  - e. Employees of privately owned businesses.
  - f. Students attending locally requested and delivered courses.
  - g. Students attending training courses conducted at TDEM conferences.
  
3. When courses are offered at more than one location, student travel and lodging reimbursement will be limited to the cost of travel and lodging for the course conducted closest to the student's home in order to conserve training funds.

## B. Non-Reimbursable Expenses

1. The following expenses are not reimbursable:
  - a. Meals
  - b. Parking
  - c. Local transportation -- transportation from the local airport to a local hotel/motel or the training site by bus, cab, or rental car or similar transportation between a hotel/motel and the training site.
  - d. Tips
  - e. Valet services

## C. Lodging Reimbursement

1. TDEM customarily arranges a block of rooms with a hotel or motel to house out-of-town students attending the courses it conducts or sponsors. The facility and the negotiated rate are identified in course acceptance letters sent to students prior to the course start date. Students may choose to utilize the arranged lodging or obtain their own lodging. **Students who choose to stay at a facility other than that arranged by TDEM will be reimbursed for the lesser of the amount (plus applicable taxes) they would have expended had they stayed at the TDEM-arranged facility.** When TDEM has not made hotel/motel arrangements for a training course, reimbursement will be limited to the DPS prevailing maximum lodging rate, currently \$85 per night plus applicable taxes (FY 2017).

2. Lodging reimbursement is made at the negotiated rate for a standard single room. If more than one person occupies a room or if the student elects to occupy a deluxe room that results in a higher rate, the student is responsible for any additional costs incurred above the negotiated rate for a standard single room. If two or more students share a room, reimbursement will be made to one student at the negotiated room rate, plus applicable taxes. The further distribution of a portion of the lodging reimbursement to other room occupants is a responsibility of the student that receives the reimbursement.
3. Students who reside more than 200 miles from the course location may travel the day prior to the scheduled course date and receive reimbursement for lodging if the course starts prior to 1:00 pm.  
**Note:** *Students who are attending locally requested courses (usually G300/G400 courses) are not eligible for TDEM reimbursement for any travel or lodging expenses even if their daily travel exceeds 50 miles one way. These courses are listed as “non-reimbursable” on [www.preparingtexas.org](http://www.preparingtexas.org).*
4. Students who reside in the county where a course is offered are not eligible for lodging or travel reimbursement.
5. An original hotel/motel receipt showing the amount paid for the room, eligible taxes, and a **zero balance** must accompany requests for reimbursement for lodging. If you need a copy of your hotel/motel receipt for your own personal records, ask your hotel or motel to print two copies.
6. Students traveling in a recreational vehicle who stay at a recreational vehicle park are eligible for lodging reimbursement in accordance with this section.

#### **D. Mileage Reimbursement for Use of Personal Vehicle**

1. Students may claim reimbursement for round-trip travel in a privately owned vehicle to attend a TDEM-sponsored course. Students traveling to TDEM courses in a government, organizational, or corporate vehicle are **not eligible** for mileage reimbursement.
2. Reimbursement for mileage driven is based on mileage calculations based on MapQuest. Reimbursement is based on the most direct route from the student’s city of residence to the city where training is conducted, regardless of the actual route of travel. **Note:** *Mileage will not be reimbursed without **to and from, turn-by-turn directions** submitted with the travel voucher done using MapQuest (only MapQuest is accepted for mileage reimbursement.)*
3. When several students travel together in one privately owned vehicle, only the principal operator, typically the vehicle owner may claim mileage reimbursement.

#### **E. Reimbursement for Air Travel**

1. Students who reside more than 200 miles from the location of a TDEM course may choose to travel by air to attend the course. Reimbursement for air travel will be made at the cost of regular coach class airfare only. The student is responsible for securing air travel reservations and seating.
2. Students are **required** to purchase **refundable** tickets to ensure they are protected in the event that the course is postponed or cancelled. **TDEM will not reimburse students for the cost of a ticket when a course is postponed or cancelled for any reason.**

3. Students who modify their air travel plans from round-trip to one-way will only be reimbursed for the one-way fare or one-half the face value of the round-trip ticket, whichever is less. Airline or travel agency charges for changes to tickets are not reimbursable.
4. If a course begins at 1:00 p.m. or later, the student must arrange for travel the morning of the day the course begins, unless a flight is not available that will arrive in time for the student to be present in class.
5. If the course begins earlier than 1:00 p.m. or no flight is available on the morning of the first day of the course, the student is authorized to travel the day before the class starts and will be reimbursed for the cost of lodging for that evening.

#### **F. Instructor / Adjunct Faculty**

1. Instructors must submit receipts for all reimbursed expenses.
2. Reimbursement for mileage driven is based on mileage calculations only from MapQuest. Reimbursement is based on the most direct route from the adjunct's address at origin (home, work) to the address where training is conducted, regardless of the actual route of travel. Return is based on adjunct's address at point of departure (usually the class location) to address at point of return home (usually residence or place of work). Adjuncts should provide two MapQuest map/mileage sheets with their request for reimbursement showing the actual mileage of their trips to and from the class location. Note: Adjuncts will not be reimbursed for mileage incurred during the course, e.g. to and from hotels and restaurants to the training location. Mileage will be reimbursed at the DPS rate, **53 cents per mile beginning Jan 01, 2017** (FY 2017).
3. In special circumstances, when acceptable lodging cannot be obtained within the normal maximum allowance, the instructor should advise TDEM Training as far in advance as possible (but no less than two weeks prior to the course), requesting a written exception to normal lodging limit. This request must then be approved by the TDEM Assistant Director. This approved exception must be attached to the travel voucher when submitted.
4. When lodging is authorized, but the instructor chooses to stay with a friend or family member in lieu of receiving lodging reimbursement, he or she will be reimbursed up to 60 miles round trip travel per day of the course from the city of the friend or family's residence to the city in which the course is being held. Only lodging, OR mileage in lieu of lodging, can be authorized for any single 24 hour period. MapQuest maps/mileage sheets are required for each separate trip for which POV mileage reimbursement is being sought.
5. **Hotel receipts** from online vendors such as Travelocity or Expedia are not accepted by DPS accounting, as they often do not represent the true rate paid to the hotel. TDEM strongly recommends that instructors make reservations directly with specific hotels, not with online or national hotel reservation services.
6. For **meal expenses**, tips and alcoholic beverages are not reimbursable.
7. Finally, instructors should retain copies of all reimbursement vouchers and receipts for 5 years, for audit purposes.
8. Instructor **air travel** expenses are paid at the same rates and with the same caveats as for student air travel (see above). Any adjunct for air travel must be approved by the TDEM Unit Supervisor at least 20 business days in advance of the first day of travel.
9. Adjunct faculty recruited by TDEM shall be eligible to receive reimbursement for meals in addition to other forms of reimbursement. Reimbursement for meals will be for the amount spent, up to a maximum of thirty-six dollars (\$36) per day from the time the adjunct faculty member leaves his/her residence until

the projected time of return based on the most direct route of travel. **Example of TDEM request for assistance:** Under certain circumstances, when special expertise is needed or due to the cancellation of the scheduled instructor, TDEM will request an adjunct faculty member to travel to a remote training site to teach a course. Travel reimbursement will be provided to adjunct instructors only when they have been requested by TDEM Training to perform travel. Adjunct faculty requested by other organizations to perform TDEM sponsored training or exercises of any kind, should consult with TDEM training to determine whether TDEM will reimburse travel expenses.

10. Adjunct instructors (who are not DPS employees) requested by TDEM Training to travel shall be eligible to receive up to the combined current DPS allowance, currently \$136/day (FY 2017), based upon hotel and meal receipts presented with the reimbursement request. While the maximum reimbursement for meals and incidentals (per diem) is up to \$51/day, reimbursable hotel expenses can be up to the maximum DPS allowance plus applicable taxes. Thus, for example, if an instructor's lodging were to cost \$100/day plus applicable taxes, he or she would only be reimbursed up to \$36/day for meals and incidentals (including tax), based upon actual receipts.
11. Submission of actual receipts for meal reimbursement is required.

## G. Required Documentation for Reimbursement

### 1. Travel Certification

- a. Travel Certification forms will be distributed prior to the conclusion of the course.
- b. All travel vouchers submitted for reimbursement must include:
  1. The full name of the student. Reimbursements are made to the student only. If the student has received travel funds from city, county, or corporate accounts, it is the responsibility of the student to settle accounts with his/her employer or sponsor.
  2. A mailing address to forward the state reimbursement.
  3. A complete Social Security number is required by the State for accounting and tax reporting purposes.
  4. A daytime phone and work number.
  5. The mode of travel, and for those traveling by personal vehicle, the city of origin if different from the residence of the student. An explanation in the "Remarks" section of the travel certification is required from each student who carools, whether they were the principle operator or the passenger of the vehicle.
  6. In the case of students who carpool, each student must also indicate in the "Remarks" section of the travel certification whether he/she was the operator of the vehicle or a passenger.

### 2. Lodging Receipts

- a. An original lodging **zero-balance** receipt covering the claimed period reimbursement must be attached to the travel voucher.
- b. Lodging receipts must itemize room charge per day and applicable city and state taxes paid.
- c. Lodging receipts must show a zero balance due. Credit card receipts are not acceptable as lodging receipts.
- d. Meals charged to a room, phone charges, alcoholic beverages, tips, movie rentals, etc. are not reimbursable.
- e. Students should check out of their hotel/motel the morning of the last day of their course so they can provide their paid **zero-balance** lodging receipts along with the travel voucher to the instructor before departing class. A voucher and supporting receipts can, if necessary, be faxed

or emailed to TDEM training within two calendar weeks of the last day of training, but this may result in a delay in reimbursement. Travel vouchers submitted more than two weeks after the last day of class may be denied unless there are extenuating circumstances. TDEM will not be responsible for “non-zero balance” invoices; nor will they be responsible for acquiring a corrected copy if there is an error in submission.

3. Air Travel

- a. Those who traveled by air must attach evidence of paid travel to the travel voucher.

Acceptable documentation includes:

1. The original (non-negotiable) passenger receipt copy of a paper ticket.
2. A legible COPY of the return flight coupon of a paper ticket.
3. A ticket-less travel invoice or billing statement.
4. The flight coupon or ticket-less travel itinerary must clearly show the student’s name, itinerary, and the total cost of roundtrip airfare including applicable taxes.

**H. Exceptions**

1. Modes of travel and lodging arrangements not covered by this document should be discussed with the TDEM Training & Exercise Unit Supervisor 30 days prior to the start of any course.
2. Requests for exceptions to the existing policies should be made in writing to the TDEM Training & Exercise Unit Supervisor 30 days prior to the start of any course.
3. Emergencies requiring a change in student travel plans should be brought to the attention of the Course Manager or TDEM Training and/or Exercise Unit Supervisor as soon as possible.

**I. Local Transportation**

TDEM does not provide transportation from local hotels and motels to the DPS campus or other local facilities.

**See Example Travel Certification form next page...**

# TRAVEL CERTIFICATION

Rev (12/29)

## Texas Department of Public Safety Division of Emergency Management

You will be reimbursed your travel costs for attending this seminar at rates established by the DPS Travel Regulations. Transportation allowance is 53 cents per mile for use of your personally-owned vehicle, or actual cost of commercial air transportation. Air transportation should be obtained at the lowest available airfare. Mileage reimbursement is calculated using Map Quest. You may be reimbursed for the actual cost of lodging not to exceed \$85.00 per day plus tax (FY2017 TDEM rate; participants will bear the cost of meals.). **To receive reimbursement, you must submit actual receipts or invoices.**

*In order to process a voucher reimbursing your travel costs and comply with Internal Revenue Service (IRS) requirements, provide the following information: (PLEASE COMPLETE ENTIRE FORM & PRINT CLEARLY)*

REPRESENTING CITY/COUNTY OF:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Home Business Is this a new address? YES NO (check one)

SOCIAL SECURITY #: \_\_\_\_\_ BUS. TELEPHONE #: \_\_\_\_\_  
 (Use complete SSN)

EMAIL ADDRESS: \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_ VENUE LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Transportation	Lodging	DEM ACCOUNTING USE ONLY
<p style="text-align: center;"><b>Personal Vehicle</b></p> <p style="text-align: center;">From (home city):      To (course city):</p> <p>Mon.                      /</p> <p>Tue.                      /</p> <p>Wed.                      /</p> <p>Thur.                     /</p> <p>Fri.                        /</p> <p>Airline:                      (Attach Receipt)</p>	<p>Arrival Date:            /      /</p> <p>Depart. Date:           /      /</p> <p>Is this training course &gt; 200 miles driving distance from your home address?</p> <p style="text-align: center;">Yes              No</p>	
<b>Adjunct Faculty Only</b>		
Departure Date/Time:	Arrival Date/Time:	
<b>Remarks</b> (use this section to explain irregularities in travel submission):		
I certify that the travel was performed and that the account is true, correct and unpaid.		
<b>Signature of Payee</b>	<b>Date</b>	

*A copy of this completed form together with your lodging receipt will be attached to your reimbursement warrant. In the event you receive travel expense reimbursements exceeding \$600.00 in any one calendar year, the Department of Public Safety will be required to provide the information to the IRS on Form 1099-MISC. You may use a copy of this certification, along with lodging receipts, to serve as documentation to identify the amount reported on the IRS Form 1099-MISC as reimbursement for travel expense.*