

Emergency Preparedness

616 Six Flags Drive, CenterPoint Two
P.O. Box 5888, Arlington, Texas 76005-5888
Phone: 817-695-9235 • FAX: 817-608-2372
E-mail: emerprep@nctcog.org

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
EMERGENCY PREPAREDNESS DEPARTMENT
EXTERNAL (NON-COG) TRAVEL POLICY PROCESS**

All Regional Partners traveling on Homeland Security Grant Program funds administered through the COG are responsible to:

1. Review the External (Non-COG) Travel Policy (page 2) and complete the Travel Authorization Form (page 3).
2. Receive e-mail approval from appropriate Working Group Chair and either REPAC Chair or Vice Chair
 - a. David McCurdy, REPAC Chair: dmmccurdy@tarrantcounty.com
 - b. Irish Hancock, REPAC Vice Chair: Irish.Hancock@arlingtontx.gov
 - c. Working Group Chairs are required to receive approval from both REPAC Chair and Vice Chair
3. Forward **completed** Authorization Form and approvals to COG staff at vhooker@nctcog.org
 - a. Any prior booking may result in non-reimbursable expenses
4. Once COG Staff receive the **completed** Authorization Form and **all** approvals, the Regional Partner may start booking travel.
5. Regional Partners are responsible for booking the following items:
 - a. Registration (early bird rate)
 - b. Hotel (COG will reimburse up to GSA rate plus taxes only)
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
 - c. Flight and Baggage (only 1 bag is eligible for reimbursement)
 - d. Transportation (mileage, parking, taxi, ground transportation)

**Per diem, alcohol, incidentals, and tips are not eligible for reimbursement.*
6. Regional Partners must complete a W-9 Form prior to travel to receive reimbursement.
 - a. The W-9 Form can be accessed on Page 4 and should be sent to APayable@nctcog.org
 - b. Reimbursement checks will not be mailed to jurisdictions; the reimbursement check will be made out to the individual who traveled and mailed to the address provided on the W-9 Form.
7. All travel receipts, registration fee receipts, and other documentation including, but not limited to, a google map of route traveled from home of record with miles identified, must be submitted to NCTCOG within 10 business days of return date to be eligible for reimbursement. All expenditures must be supported by a receipt for reimbursement.
8. Regional Partners who travel on grant funds are required to report back to their Working Group and/or REPAC about key information and lessons learned from the travel/conference.
 - a. Future travel may be denied if reports are not provided.

The Regional Partner is responsible for looking up all travel costs and dates and seeking approvals. COG Staff are not responsible for researching conference event costs and/or dates.



**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
EMERGENCY PREPAREDNESS DEPARTMENT
EXTERNAL (NON-COG) TRAVEL POLICY FOR REGIONAL PARTNERS**

1. PURPOSE

- a. The purpose of this document is to define the terms and conditions in which eligible Regional Partners may be reimbursed for travel in compliance with Homeland Security Grant Program requirements.

2. REQUEST AND APPROVAL TO TRAVEL

- a. Regional Partners must have prior written approval via the Travel Authorization Form.
- b. Following travel/conference event reimbursed stakeholders are required to provide a brief summary about key concepts learned to REPAC and/or Working Group.

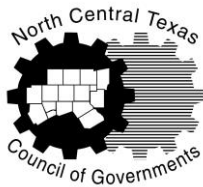
3. GUIDELINES FOR REIMBURSEMENT

- a. Regional partners may be reimbursed for actual expenditures not to exceed the maximum allowable rates pursuant to the federal rates provided by the General Services Administration (GSA) or any rate limitations pursuant to state guidelines and/or grant requirements. The NCTCOG will utilize the GSA rates for lodging and travel reimbursement. Regional partners are responsible for determining the correct GSA rate for their travel expenses based on the location of the travel destination. GSA rates are applicable to both in-state and out-of-state travel. GSA rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- b. Regional Partners are **not** eligible for per diem, alcohol, incidentals, and tips reimbursement.

4. ELIGIBLE EXPENSES

1. While traveling on grant funds, are eligible for the following reimbursement. All travel arrangements are the responsibility of the stakeholder.
 - a. Registration (early bird rate)
 - b. Hotel (COG will reimburse only up to GSA rate plus taxes. Additional charges are non-reimbursable)
 - c. Flight and Baggage (only 1 bag is eligible for reimbursement)
 1. Flight arrangements must be made at least **21** days prior to departure date in order to be eligible for reimbursement.
 2. NCTCOG will reimburse for standard coach seating rates and will **not** reimburse for any upgrades or extra costs to seating arrangements.
 3. NCTCOG will only reimburse for one bag per Regional Partner.
 - d. Transportation (mileage, parking, taxi, ground transportation)
 - 1) NCTCOG will reimburse transportation cost(s) incurred by the Regional Partner to attend the conference/event such as mileage, parking, taxi, ground transportation.
 - 2) If the Regional Partner is using their privately owned means of transportation (airplane, automobile, motorcycle), NCTCOG will reimburse for the standard GSA rate per mile.
 - 3) For a government furnished vehicle, NCTCOG will reimburse for gas only per SAA.

All travel receipts, registration fee receipts, and other documentation including, but not limited to, a google map of route traveled with miles identified, must be submitted to NCTCOG within 10 business days of return date to be eligible for reimbursement. Actual expenditures must be supported by a receipt for reimbursement.



Emergency Preparedness

616 Six Flags Drive, CenterPoint Two
P.O. Box 5888, Arlington, Texas 76005-5888
Phone: 817-695-9235 • FAX: 817-608-2372
E-mail: emerprep@nctcog.org

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
EMERGENCY PREPAREDNESS DEPARTMENT
EXTERNAL (NON-COG) TRAVEL AUTHORIZATION FORM**

I am requesting to attend the below travel/conference event. **I understand I am responsible for payment of all travel costs upfront, in compliance with the External (Non-COG) Travel Policy Form and the General Service Administration (GSA) Rates.**

Regional Partner Information:

- Regional Partner Requesting Travel Name: _____
- Travel/Conference Event Name: _____
- Travel Dates: _____
- Event Dates: _____

**Any pre/post conference travel and lodging must be approved in writing before expenses are incurred. Please provide a detailed written justification for review with the travel authorization form.*

- Travel/Conference Location: _____

Items Eligible for Reimbursement:

- Registration Costs (Early Bird Rate): _____
- GSA Rate/Total Hotel Costs (GSA + room taxes): _____
- Flight (standard seating, no additional fees eligible for reimbursement): _____
- Baggage (1 bag only eligible for reimbursement): _____
- Mileage (personal vehicle only, will reimburse for gas only in government vehicles): _____
- Parking (non-valet)/taxi/ground transportation: _____

Estimated Trip Total: _____

Submitted by: _____

Date: _____

APPROVAL

Working Group Chair Signature / Date

REPAC Chair/Vice Chair Signature / Date

**Both approvals are required; e-mail approval is preferred.
Please attach and send all approvals to COG staff at VHooker@nctcog.org upon completion.
Traveler is responsible for obtaining approvals and sending approvals to COG staff.**