

Owner: BC Brad Thavenet

Effective Date: 06/16/2020

Purpose

To outline the process for travel requirements and expenses related to Nebraska Task Force 1's (NE-TF1) administrative, management, and training activities. All NE-TF1 related travel requiring an overnight stay shall require pre-approval by the NE-TF1 Program Manager (PM) and Sponsoring Agency (SA) Chief to be eligible for reimbursement.

Overview

The utilization of federal funding to travel by the members of NE-TF1 shall be conducted following the policies and procedures of the City of Lincoln, NE, the government entity that supports the SA. The NE-TF1 member(s) who have been selected to attend activities requiring travel will be notified by the PM or the Training Manager (TM). Once notified, the member(s) is responsible for securing time away from their employer, submission of all request to attend (RTA) documentation, coordination of travel, and submission of all receipts and required post travel documentation.

Considerations

- If a member of NE-TF1 is unable to secure time away from their employer to attend an approved activity, they shall immediately contact the PM and/or TM with this information.
- Unless prior authorization was granted by the PM, the RTA form shall be completed by the administrative staff of NE-TF1. *See MP 1000.21 for further information.*
- Staffing backfill may be authorized for those NE-TF1 members employed by the SA or a Participating Agency (PA). The need for this shall be outlined in the RTA form.
- Hourly compensation for time spent traveling to and while attending national level activities are not authorized by NE-TF1.
- Any proof of participation in the approved activity, i.e. a course completion certificate, shall be submitted to the TM upon return.
- To ensure reimbursement of authorized expenses, see MP 1000.09.

Ground Travel

NE-TF1 members may travel by ground, in their personal vehicle, and receive reimbursement for activities less than 500 miles away from their residence. The first 100 miles of this travel is not eligible for reimbursement. All subsequent miles will be reimbursed at the current established federal mileage rate, or as directed by the SA. Reimbursement does not include additional funds for fuel, travel insurance, or maintenance or repair costs. Only the owner of the personal vehicle is eligible for reimbursement. When more than one member of NE-TF1 is traveling to the same activity from the same general geographic location, every effort should be made to carpool. In some cases, outside agencies may provide transportation to their employees who are members of NE-TF1. These can include, but are not limited to the SA and/or a PA. In this case, the agency may be eligible for reimbursement for fuel costs. Any estimated reimbursement costs shall be included on the RTA form. In addition, a City of Lincoln, NE Mileage Report form (available on the NE-TF1 website) shall be completed for authorized ground travel. This shall be submitted along with an expense report to ensure reimbursement.

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Air Travel

For travel exceeding 500 miles from a member's residence, the member should consider travel by air. It is considered a best practice to use the NE-TF1 approved travel agency. Invoices for any reservation made through the travel agency are directly billed to NE-TF1. For any reservations made outside of the travel agency, the member is responsible for submitting all documentation required for reimbursement.

Whenever possible, air travel should be booked at least 28 days in advance of the activity to ensure competitive fares. The member shall book all air travel with consideration given to the start and end time of their authorized activity. NE-TF1 will only provide the air traveler with a standard coach fare/seating. Any other upgrades, unauthorized itinerary alterations, etc., will be at the member's expense. If the member incurs a previously unauthorized travel expense, they may submit it to the PM for consideration of reimbursement.

Per Diem

As shown in the RTA form, NE-TF1 reimburses expenses for meals per the standard GSA rates. The per diem reimbursement may be altered if the authorized activity includes meals, or if the member's lodging includes meals. If meals are provided to the member, documentation of this should be provided in the activity description. NE-TF1 does not reimburse for tips and incidental costs relating to the per diem. The five-dollar allotment in the GSA rate shall not be included in the reimbursement submission.

Registration Costs

If registration costs are established for an approved activity, it should be pre-paid or invoiced to NE-TF1 directly, when possible. These costs should be included in the RTA form. The NE-TF1 administrative staff will then coordinate payment with the host agency of the activity.

Rental Vehicles

If a rental vehicle is required, it must be approved by the PM prior to travel to receive reimbursement. The PM retains the final decision in relation to the use of rental vehicles considering the availability of host agency transportation arrangements, transportation from the place of lodging, etc. This includes the make and model of the vehicle, which can vary depending on the number and type of personnel attending the activity. I.E. canine travelers, etc. Rental vehicles are for official use only, and not for personal business. It is considered a best practice to use the NE-TF1 approved travel agency for reserving rental vehicles. NE-TF1 will not pay for rental car insurance from the agency and will not reimburse the cost if a member chooses to purchase it. Fuel costs will be reimbursed with proof of purchase and documentation on the expense report form.

Other Costs

Any other costs incurred by the member that are necessary for travel shall be included in the expense report. These can include airport parking fees, baggage fees, taxi and ride sharing fees, etc. Like the

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previously mentioned costs, receipts must be provided along with documentation in the expense report form.

Travel Insurance

The purchase of travel insurance is not authorized for reimbursement by NE-TF1.

Identification

NE-TF1's members shall travel with NE-TF1 identification when attending an activity. To obtain identification if it is not already in your possession, contact the NE-TF1 Logistics Manager (LM).

NE-TF1 Issued Equipment

Before attending an activity, it is the responsibility of the member to coordinate any equipment needs and pick up of such with the LM. The LM will then assist the member with any needs prior to travel. Any shipping of equipment of equipment to a member will be considered on a case by case basis and reviewed by the PM and LM prior to any shipment. If any equipment is lost or damaged while attending an activity, it will be reviewed on a case by case basis by the LM and PM to determine any potential cost reimbursement from the member. To determine this, the PM may request formal documentation from the member outlining the circumstances that lead up to the incident.