

Documentation Requirements

TEXAS DIVISION OF EMERGENCY MANAGEMENT – STATE DISASTER REIMBURSEMENT SECTION

Introduction

The **State Mutual Aid Documentation Requirement Job Aid** serves as a reference sheet for mutual aid costs incurred as a result of an incident or disaster. Please use this form to make sure you are meeting documentation requirements and submitting them in the required format by TDEM. Please note that the information TDEM is looking for is commonly found on the documentation listed below; however, if certain information is missing TDEM may request additional support.

Documentation Requirements

Documentation listed under section 1 only needs to be filed with TDEM once and then updated when new versions are available. Claimant's do not need to submit this information with every submission.

- A) General Documentation – File with TDEM
 - 1. Completed W-9 Form
 - 2. Direct Deposit Authorization Form
 - 3. Memorandum of Understanding (MOU), if applicable
 - 4. Current Policies
 - i. Payroll Policy
 - ii. Mandatory Staffing Policy
 - iii. Shift Calendars
 - iv. Travel Policy
 - v. Procurement Policy (if using contract costs)

Documentation listed in the following sections should be unique for each reimbursement claim and must be submitted in every reimbursement claim.

- B) Supporting Documentation (Every Reimbursement Claim)
 - 1. Completed TDEM Reimbursement Form (Excel Format)
 - 2. STAR or RSA
 - 3. Resource Orders, if required based on response type guidance
 - 4. Demobilization Orders, if required based on response type guidance
 - 5. Activity Logs (ICS 214s)
- C) Force Account Labor
 - 1. Document that supports hours claimed (i.e., Activity Logs (ICS 214s), dispatch logs, shift sign-in sheets, timesheets, etc.)
 - 2. Payroll Reports / Paystubs
- D) Force Account Equipment
 - 1. Document that supports hours claimed (i.e., Activity Logs (ICS 214s) Timesheets, emergency response shift tickets, equipment usage logs, etc.)
 - 2. Proof of Ownership (Title, Asset/Inventory List)
 - 3. Ensure the workbook includes the description including type, make, model, hp, unit number, TIFMAS "E" number (if applicable)



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E) Travel

1. Itemized Meal Receipts (If applicable based on local travel policy)
2. Itemized Lodging Receipts
3. Itemized Receipts for all other travel costs (Fuel, Tolls, Airfare, Luggage, Rentals)
4. Proof of Payment
5. Support for Mileage if claimed (Google Maps, Odometer Readings)

F) Materials

1. Invoices/Receipts
2. Proof of Payment
3. Written Justification included in the workbook for all materials

G) Rented Equipment

1. Invoices/Receipts
2. Proof of Payment
3. Copy of Contract/Agreement
4. Purchase Order
5. Written justification included in the workbook of how the equipment is related to the event

H) Contract Costs

1. Local Procurement Policy
 2. Invoices/Receipts
 3. Proof of Payment
 4. Written justification included in the workbook of how the contract work is related to the event
 5. Copy of Contract
 6. Purchase Orders
 7. Proof of Competitive Bid, if applicable
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Submission Format

The submission format below is the recommended way to order your documentation. When submitting documentation please order it as seen below and title any saved files with the associated ID # and an appropriate title. Example: “B.1 Claimant Name” and “C.1 Claimant Name”

Documentation in section A is not required to be submitted with each request. This documentation generally stands over time and should be sent to TDEM once which will be kept on file. Please update this documentation as new versions are created for your organization.

Documentation in section B and below is required to be submitted with each request. It is understood that only documentation relevant to the claim is necessary to submit. For example, if you are not claiming rented equipment on your reimbursement claim then you do not need to provide any rented equipment documentation (Section F). For all documentation that is in your claim, please keep it ordered as listed below.

ID	Document	Included
A.1	W-9	
A.2	Direct Deposit Authorization Form	
A.3	Payroll Policy	
A.4	Mandatory Staffing Policy	
A.5	Shift Calendar	
A.6	Travel Policy	
A.7	Procurement Policy	
B.1	TDEM Workbook	
B.2	STAR	
B.3	Resource Orders (If required)	
B.4	Demobilization Orders (If Required)	
C.1	Timekeeping Document (ICS 214s, Timesheets, dispatch logs, shift sign-sheets)	
C.2	Payroll Records	
C.3	Backfill Timekeeping Document (ICS 214s, Timesheets, dispatch logs, shift sign-sheets)	
C.4	Backfill Roster	
C.5	Backfill Payroll Records	
D.1	Equipment Usage Logs (ICS 214s)	
D.2	Equipment Proof of Ownership	
E.1	Travel Policy	
E.2	Travel Invoices/Receipts	
E.3	Travel Proof of Payment	
E.4	Travel Mileage/Misc Support	
F.1	Material Invoices	
F.2	Material Proof of Payment	
G.1	Rented Equipment Invoices	
G.2	Rented Equipment Proof of Payment	
G.3	Rented Equipment Contract/Agreement	
G.4	Rented Equipment Purchase Order	
H.1	Contract Invoices	
H.2	Contract Proof of Payment	
H.3	Copy of Contract	
H.4	Purchase Orders	
H.5	Proof of Competitive Bid	



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Definitions

Definitions and other relevant information about certain key terms used in this document can be found in this section. Certain documents often have specific information TDEM requires to be able to process a reimbursement claim, more detail about that specific information is included in the definitions below.

Backfill – employees who covered the duties of currently deployed individuals. The claimant must have a minimum staffing policy in place before the event in order to be eligible for backfill costs. Backfilled employees should be covered by employees from a different shift to be eligible for reimbursement.

Demobilization Orders – a document which outlines the resources used on a deployment. The expectation is that the individuals and equipment found on this demobilization order will match what is on the claim. If it does not, then the demobilization resource order may need to be updated prior to submitting the claim.

Payroll Policy – a document which outlines various policies related to how employees are paid. It is important that the document provided as a payroll policy explains each pay type and how that pay type is activated. (Example – Overtime is paid out at 1.5 times an employee’s base rate and is activated after working 40 hours in a single work week).

Payroll Reports – a document which outlines the pay of an employee. It is important that this document shows the hours for each pay type (Regular, Overtime) and the associated rate for a defined period of time. If this information is not present TDEM may request additional information.

Proof of Payment – a confirmation that payment has been made. The most solid form of proof of payment includes a third-party confirmation (Usually a bank or financial institution). Common forms of proof of payment include jurisdiction credit card statements, cancelled checks and bank statements.

Travel Policy – a document which outlines various policies related to how travel is reimbursed to employees. It is important that the document provided explains if travel is reimbursed based upon actuals or per diem. If no travel policy is available then lodging and meals will be reimbursed based upon General Services Administration (GSA) rates to include all meals and any additional needs such as water, snacks, etc.

