

**Frequently Asked Questions**  
TEXAS DIVISION OF EMERGENCY MANAGEMENT

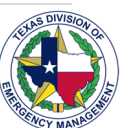


# Frequently Asked Questions (FAQ)

TEXAS DIVISION OF EMERGENCY MANAGEMENT – STATE DISASTER REIMBURSEMENT SECTION

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# Frequently Asked Questions (FAQ)

## TEXAS DIVISION OF EMERGENCY MANAGEMENT – STATE DISASTER REIMBURSEMENT SECTION

### Labor

#### 1) Are portal-to-portal hours eligible for reimbursement?

- a. Refer to the guidance of the program you deployed under (i.e., TIFMAS, DRTF, AHIMT, etc.) or local pay policy to determine if you can claim portal-to-portal hours.
- b. TIFMAS and DRTF guidance indicates portal-to-portal hours are eligible for reimbursement.
- c. For EMAC deployments, refer to applicable RSA.
- d. Refer to the guidance of the program you deployed under (i.e., TIFMAS, DRTF, AHIMT, etc.) to determine if you can claim prep hours prior to deployment and demob hours upon return from deployment

#### 2) Can we claim rest/rehab hours upon return from deployment?

- a. Refer to the guidance of the program you deployed under (i.e., TIFMAS, DRTF, AHIMT, etc.) or local pay policy to determine if you can claim rest/rehab hours.
  - i. Example 1 – Admin: If you were scheduled to work your normal 8-hour work schedule the day following your return but were approved to take this day as rest time, you will record 8 hours in the “Rest Time” column.
  - ii. Example 2 – Fire Fighter: If you were scheduled to work your normal 24-hour shift schedule the day following your return but were approved to take this shift as rest time, you will record 24 hours in the “Rest Time” column.
- b. Record the prep time in the “Pre-Deployment” column and the demob time in the “Post-Deployment” column of the Personnel Information tab.
  - i. Example 1 – Prep Time: You started preparing for deployment at 1000 and left home base at 1200. Record 2 hours from 1000-1200 in the “Pre-Deployment” column.
  - ii. Example 2 – Demob Time: You arrived at home base at 1400 and ended demob activities at 1600. Record 2 hours from 1400-1600 in the “Post-Deployment” column.
- c. Record the time you left home base in the “Start Time” column and the time you returned to home base in the “End Time” column of the Personnel Information tab. Do not include prep time and demob time. This information has already been included in the “Pre-Deployment” and “Post-Deployment” columns.
  - i. Example 1 – Start Time: You started preparing for deployment at 1000 and left home base at 1200. Record 12:00 hours in the “Start Time” column.
  - ii. Example 2 – End Time: You arrived at home base at 1400 and ended deployment activities at 1600. Record 14:00 hours in the “End Time” column.

### Travel

#### 1) Do we claim actual meal costs or the daily per-diem rate?

- a. The meal costs claimed must agree with your jurisdiction’s local travel policy and proof of payment.
  - i. Example 1 – Actual Costs: You used your jurisdiction’s travel credit card and charged actual meal costs and you were not reimbursed a daily per-diem rate when submitting your travel voucher to your employer. You must claim actual meal costs.
  - ii. Example 2 – Per-Diem Costs: Your employer asked you to submit a daily per-diem rate when preparing your travel voucher. You must claim the daily per-diem rate.

#### 2) Can we claim fuel costs?

- a. Yes, you can claim fuel costs for a rental vehicle only.
- b. Do not claim fuel costs for jurisdiction vehicles claimed in the Equipment tab. The TIFMAS or FEMA equipment mileage and/or hourly rate already factors in fuel costs.



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### 3) Do I claim mileage costs in the Travel tab?

- a. You only claim mileage costs in the Travel tab for a privately owned vehicle (POV).
- b. Mileage for a jurisdiction owned vehicle must be claimed in the Equipment tab.

### 4) What mileage rate do I claim?

- a. Refer to the GSA mileage rate for a privately owned vehicle (POV) claimed in the Travel tab.
- b. Refer to the applicable TIFMAS, DRTF or FEMA schedule of equipment rates for jurisdiction owned vehicles claimed in the Equipment tab.

## Equipment

### 5) Do we claim portal-to-portal equipment hours?

- a. No, portal-to-portal equipment hours are not eligible for reimbursement. Actual equipment hours must be claimed.
- b. Refer to the applicable TIFMAS, DRTF or FEMA schedule of equipment rates for jurisdiction owned vehicles claimed in the Equipment tab to determine if you can claim time equipment prep hours prior to deployment and demob hours upon return from deployment.

### 6) What mileage rate do I claim?

- a. Refer to the applicable TIFMAS, DRTF or FEMA schedule of equipment rates for jurisdiction owned vehicles claimed in the Equipment tab.

## Materials

### 7) [enter question]

- a. [enter answer]

## Submission Information

### 8) Where do we submit the reimbursement packet?

- a. Please upload documentation to GMS. Refer questions to [TDEMreimbursement@tdem.texas.gov](mailto:TDEMreimbursement@tdem.texas.gov).

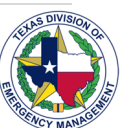
### 9) What is the deadline to submit the reimbursement packet?

- a. Reimbursement packets are due 90 calendar days from the end of the deployment. Where do we submit the reimbursement packet?

## State Mutual Aid Reimbursement Form

### 10) Are there any tutorials or guidance for the workbook?

- a. Yes, there are tutorials and jobs aids that can be accessed using the links below.
  - i. [Tutorial – Getting Started on the Input Form](#)
  - ii. [Tutorial – Payroll Information](#)
  - iii. [Tutorial – Personnel Information Tab](#)
  - iv. [Tutorial – Hourly Rates Tab](#)
  - v. [Tutorial – Fringe Benefit Section](#)
  - vi. [Tutorial – Fringe \(Individual\)](#)
  - vii. [Tutorial – Fringe \(Average\)](#)
  - viii. [Tutorial – Labor Tab](#)



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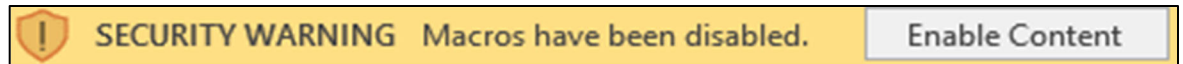
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- ix. [Tutorial – Labor \(Portal to Portal\) Tab](#)
- x. [Tutorial – Travel Tab](#)
- xi. [Tutorial – Group Meals Tab](#)
- xii. [Tutorial – Equipment Tab](#)
- xiii. [Tutorial – Materials Tab](#)
- xiv. [Tutorial – Rental Tab](#)
- xv. [Tutorial – Contract Tab](#)
- xvi. [Tutorial – Repairs and Damages Tab](#)
- xvii. [Tutorial – Mutual Aid Reimbursement Invoice](#)
- xviii. [Tutorial – Creating and Submitting Forms](#)
- xix. Quick Guide
- xx. Best Practices
- xxi. Documentation Requirements

## 11) Is there any information needed before starting to fill out the State Mutual Aid Reimbursement Form?

a. Yes, before you start filling out the State Mutual Aid Reimbursement Request Form, please follow the instructions below.

- i. If you are prompted with the following message, please click **Enable Content** or the form will not work.



- ii. Throughout using the tool, you'll see video links off to the right side of the **Input Form** tab to assist you with completing any relevant sections. See the example of the tutorial links below to locate them on the **Input Form** tab or use the tutorial links in the [Reference Documents](#) section in this document.

<b>Force Account Labor</b> - labor costs incurred related to the work performed by the applicant's personnel (force account)	Force Account Labor	<a href="#">Tutorial - Labor Tab</a>
<b>Travel</b> - deployment travel costs incurred	Travel	<a href="#">Tutorial - Travel Tab</a>
<b>Group Meals</b> - costs incurred for meals that include 2 or more deployed personnel	Group Meals	<a href="#">Tutorial - Group Meals Tab</a>
<b>Force Account Equipment</b> - costs incurred related to the usage of applicant-owned (force account) equipment	Force Account Equipment	<a href="#">Tutorial - Equipment Tab</a>
<b>Materials</b> - costs incurred for supplies taken from stock/inventory or supplies that have been purchased	Materials	<a href="#">Tutorial - Materials Tab</a>
<b>Rental</b> - costs incurred related to the renting/leasing of equipment	Rental	<a href="#">Tutorial - Rental Tab</a>
<b>Contract</b> - costs incurred for contracted services performed	Contract	<a href="#">Tutorial - Contract Tab</a>

- iii. Save the file immediately. These forms can be very data-entry intensive, and you certainly don't want to lose that information, so go ahead and create a save now so that Autosave will continually run. Also don't forget to manually save frequently so you don't lose your work.
- iv. Do not delete or insert rows, columns, or sheets as the form will not function properly.