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**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 Travel Policy (page 2) complete the Authorization Form (page 3)
2. Receive e-mail approval from appropriate Working Group Chair and a REPAC Chair
 - a. Perry Bynum, REPAC Chair: pbynum@haltomcitytx.com
 - b. David McCurdy, REPAC Vice Chair: dmmccurdy@tarrantcounty.com
 - c. Working Group Chairs are required to receive approval from REPAC Chair/Vice Chair
3. Forward **completed** Authorization Form and approvals to COG staff at vhooker@nctcog.org
4. Once COG Staff receive the **completed** Authorization Form and **all** e-mail 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, but not any overage)
 - 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 here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf> 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 with miles identified, must be submitted to NCTCOG within 14 days of return date to be eligible for reimbursement. Actual 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.

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 from NCTCOG via the Authorization Travel Form.
- b. Following travel/conference event, those that are reimbursed, or a representative, should 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. The 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.

4. ELIGIBLE EXPENSES

1. While traveling on grant funds, Regional Partners are eligible for reimbursement and must make all travel arrangements themselves on the items below:
 - a. Registration (utilizing early bird rate)
 - b. Hotel (COG will reimburse up to GSA rate, but not any overage)
 - c. Flight and Baggage (Only 1 bag is eligible for reimbursement)
 1. Travelers are recommended to make flight arrangements at least **21** days prior to departure date in order to be eligible for reimbursement of expenses.
 2. NCTCOG will reimburse for standard coach seating rates and will **not** reimburse for any upgrades to seating arrangements. 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) NCTCOG will not reimburse mileage for a government furnished vehicle.

*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 14 days of return date** to be eligible for reimbursement. Actual expenditures must be supported by a receipt for reimbursement.*



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**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
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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 Travel Policy Form and the General Service Administration (GSA) Rates.**

Regional Partner Information:

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

Items Eligible for Reimbursement:

- Registration Costs: _____
- GSA Rate Total Hotel Costs (taxes included): _____
- Flight (if applicable; standard seating rate): _____
- Baggage (if applicable; 1 bag only): _____
- Mileage (if applicable and using personal vehicle only): _____
- Parking: _____

Estimated Trip Total: _____

Approval:

- Working Group Chair Approval (*check box and attach e-mail approval*)
- REPAC Chair/Vice Chair Approval (*check box and attach e-mail approval*)

*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.*