

Texas Standard Incident Reimbursement Package
Response to Provide Personnel for Mutual Aid in a Pending or Actual Disaster
Reimbursement Submittal Documentation Checklist

1. Complete the In State Mutual Aid Reimbursement Invoice form which summarizes amounts claimed for Employee Labor and Backfill, Travel, Equipment, Material, Rented Equipment and Contract costs. A complete reimbursement packet shall include:
 - Response to provide Personnel for Mutual Aid Invoice form
 - Force Account Labor Summary Record (Deployed and Backfill Personnel)
 - Force Account Equipment Summary Record (if vehicles, trailers or equipment are used)
 - Travel Summary Record
 - Material Summary Record
 - Rented Equipment Summary Record
 - Contract Summary Record
 - State mission mobilize/demobilize orders
 - Contact Information

2. The Force Account Labor Summary Record is an accounting of each individual's daily hours spent on disaster work. The following information is required:
 - Employee name
 - Employee job title
 - Regular and overtime hours worked for each day of deployment;
 - Fringe benefit amount (calculation); worksheet is provided
 - Payroll documentation (Proof of payroll i.e. accounting payroll report, **Does not** need to be time sheet)
 - Copy of jurisdictional Pay Policy in effect at time of incident and, if applicable, during the time the shelters remained open. Pay policy must include straight time versus overtime and exempt versus non-exempt (at time of incident)
 - Copy of Backfill Pay Policy at time of incident

3. Complete Force Account Equipment Summary Record (for equipment owned by applicant). The following equipment is eligible for reimbursement:
 - Provider-owned vehicles used during deployment for field supervision or team leaders
 - Personal vehicles of employees (which are only eligible for mileage reimbursement)
 - Support trailers or provider owned vehicles that are not supervisor vehicles. These must be approved for activation on the STAR, and are eligible for reimbursement at the FEMA rate (or the rates provided by TDEM) effective at the time of deployment (example fire trucks)

 - The following information is required:
 - Vehicle description (i.e. type, make, model, hp, TIFMAS "E" number, etc)
 - Vehicle Identification Number (if applicable)
 - Operator for each piece of equipment
 - Equipment logs identifying operator and signed by operator and supervisor

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- Daily hours used (provide maps, fleet logs, etc. to support usage)
- 4. Complete the Travel Summary Record. Provide travel documentation including invoices and/or receipts for Incident
 - Travel documentation should clearly identify the following:
 - Vendor
 - Vendor location
 - Transaction Date
 - Amount
 - Food and Beverages Itemized (credit card receipts with only a total are not acceptable) not needed for TIFMAS response; and name of Diner(s) (i.e. employee). Lodging paid directly by the claimant: lodging invoice(s) with proof of payment
 - Additional travel costs may include airfare, tolls, and parking
 - Please edit the receipts for reimbursement eligibility. Examples of ineligible costs include alcoholic beverages, personal hygiene items and tips
- 5. Complete the Material Summary Record. The following documentation is needed for reimbursement
 - STAR request
 - Costing method/documents for existing stock
 - Invoices and Purchase Orders
 - Proof of payment (i.e. vouchers, copy of warrant, EFT)
 - Invoices must include:
 - Vendor
 - Vendor Location
 - Purchase Date
 - Detailed itemization with per unit cost
 - Provide a description of what the purchased item was used for. And if the materials purchased and not used, could they have been returned?
 - Please edit the receipts for reimbursement eligibility. Examples of ineligible costs include alcoholic beverages, personal hygiene items and tips
- 6. Complete the Rented Equipment Summary Record. **Rental/leasing cost must be reasonable and total costs cannot exceed purchase cost.** The following documentation is needed for reimbursement:
 - Invoices and/or Purchase Orders (if applicable)
 - Invoices must include:
 - Vendor
 - Vendor Location
 - Purchase Date
 - Detailed itemization with per unit cost
 - Provide a description of what the purchased item was used for.

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- Proof of payment (i.e. vouchers, copy of warrant, EFT)

- 7. Complete the Contract Work Summary Record. Provide the following documentation:
 - Request for bids, bids received, and bid acceptance
 - Justification for other than lowest bid acceptance
 - EPLS debarment check
 - State of Texas Comptroller's Debarred List:
http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/
 - Contract agreement (i.e. Memorandum of Understanding, Inter-local Agreement, etc)
 - Invoices and Purchase Orders
 - Invoices/receipt must include:
 - Vendor
 - Vendor Location
 - Transaction Dates
 - Detailed itemization with per unit cost
 - Description of what services were provided
 - A copy of the contract, Memorandum of Understanding, Purchase Orders, or other documents that outline the conditions, terms and rates of services
 - All pre-existing procurement rules must be adhered to
 - Terms and rates must be reasonable
 - Proof of Payment (i.e. vouchers, copy of warrant, EFT)