



DISASTER RELIEF

Expense Reimbursement Guidelines

July 3, 2024, Revision

General Information

1. It is the mission of Texans on Mission (TBM) to engage men, women, and their families in missions. It is in this spirit that Texans on Mission has provided these guidelines to facilitate its members in responding to God's call to ministry.
2. If a situation exists that is not covered by these guidelines, please contact the State Disaster Relief Director or his designated representative for consideration.
3. All requests for reimbursement must be submitted on the currently approved Expense Reimbursement Form available from the Texans on Mission Disaster Relief website **within 30 days** of the occurrence of the expense. Expense reimbursements may require 2-3 weeks for processing.
4. All reimbursement requests must be submitted to:

**Texans on Mission
Attn: Disaster Relief
5351 Catron
Dallas, TX 75227**

5. Texans on Mission will not reimburse expenses for volunteers who do not have current credentials.

Unit Travel Expenses

1. To qualify for mileage reimbursement for a Unit Towing Vehicle.
 - A minimum five-day deployment is required. Reimbursement of expenses for units deployed for less than the requested time **MUST** be pre-approved by the State Disaster Relief Director or his designated representative prior to deployment.
 - A unit must have a current Unit Agreement.
 - A unit must be activated by Texans on Mission. **Any unit self-deployed or associated unit deployed without approval of Texans on Mission WILL NOT be reimbursed.** (Formstack submissions determine if a team is deployed by Texans on Mission.)
2. Unit Towing Vehicle mileage expenses will be reimbursed at \$1.00/mile.



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- Expenses are reimbursed only for miles when a unit is actually being towed.
 - If the Unit Towing Vehicle is used for other functions, reimbursement for those functions will be at 27 cents per mile, with a minimum of two occupants for those miles operated while not towing a unit.
3. Feeding Units are reimbursed for the primary Unit Towing Vehicle and one support vehicle.
 4. Mileage reimbursement expenses will only be paid to the association or church indicated on the Unit Agreement as “Owner” of the unit. **Mileage reimbursement expenses CANNOT be paid to an individual.** If the “Owner” of a unit is not an association or church, the “Owner” must be registered as a 501(c)(3) organization.
 5. Starting and ending odometer readings are required to document actual mileage.
 6. ***Any exceptions must be approved by the State Disaster Relief Director or his designated representative prior to departure.***

Individual Travel Expense

1. To qualify for mileage reimbursement a minimum five-day deployment is required. Reimbursement of expenses for volunteers deployed for less than the requested time **MUST** be pre-approved by the State Disaster Relief Director or his designated representative prior to deployment.
2. To qualify for mileage reimbursement each vehicle used to deploy volunteers must have a minimum of two occupants. Vehicles with less than two occupants will not be reimbursed. Vehicles with two or more occupants will be reimbursed at the rate of 27 cents per mile.
3. Volunteers on specific assignments requiring travel with less than two occupants or less than a five-day deployment may be reimbursed at the rate of 27 cents per mile. The assignment must be specific and approved by the State Disaster Relief Director or his designated representative.
4. ***Any exceptions must be approved by the State Disaster Relief Director or his designated representative prior to departure.***



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Air Travel

1. Air travel will be authorized on a case-by-case basis and must be pre-approved by the State Disaster Relief Director or his designated representative.
Reimbursement will not be provided if travel has not been pre-approved by the State Disaster Relief Director or his designated representative.

Lodging

1. Double occupancy rooms are required for lodging.
2. Reservations should be made by Texans on Mission when possible.
3. All lodging must be pre-approved by the State Disaster Relief Director or his designated representative. **Lodging expense not pre-approved by the State Disaster Relief Director or his designated representative will not be reimbursed.**

Meals

1. When traveling to or returning home from a disaster site in excess of 100 miles away, Texans on Mission will reimburse for one meal a day per person not to exceed \$18 per day per person.
2. **All reimbursement requests must be supported by original itemized receipts with the names (signature preferred) of each person included in the cost of the meal on the back of the receipt.**
3. During deployment, meals will generally be provided by a deployed Feeding Unit, local church or by other arrangements. Any deviations that require meals to be purchased must be pre-approved by the State Disaster Relief Director or his designated representative.



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Other

1. Actual fuel cost will be reimbursed for generators, chainsaws, pressure washers, and heavy equipment.
2. Actual cost will be reimbursed for Shower/Laundry Unit supplies (soap, etc.).
3. **All requests must be supported by original itemized receipts.**
4. Other unit expenses will be considered for reimbursement on a case-by-case basis and must be approved by the State Disaster Relief Director or his designated representative.