

Texas Baptist Men

Disaster Relief

Expense Reimbursement Guidelines

General Information

1. It is the mission of Texas Baptist Men (TBM) to engage men and their families in missions. It is in this spirit that TBM 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 TBM disaster relief web site **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:

Texas Baptist Men
Attn: Disaster Relief
5351 Catron
Dallas, Texas 75227
5. TBM will not reimburse expenses for volunteers that do not have current credentials.

Unit Travel Expenses

1. To qualify for mileage reimbursement for a Unit Towing Vehicle.
 - A minimum five (5) 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 TBM. **Any unit self-deployed or associated unit deployed without approval of TBM WILL NOT be reimbursed.**
2. Unit Towing Vehicle mileage expenses will be reimbursed at \$1.00/mile.
 - When the unit is actually being towed
 - If the unit towing vehicle is used for other functions, reimbursement for that vehicle for those functions will be at \$0.27 per mile with a minimum of two (2) occupants for those miles not towing the unit.
3. Feeding Units are reimbursed for the primary unit towing vehicle and one (1) 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 C3 organization.
5. Starting and ending odometer readings are required to document actual mileage.
6. ***Any exceptions must be approved prior to departure by the State Disaster Relief Director or his designated representative.***

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Individual Travel Expense

1. To qualify for mileage reimbursement a minimum five (5) 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 (2) occupants. Vehicles with less than two (2) occupants will not be reimbursed. Vehicles with two (2) or more occupants will be reimbursed at the rate of \$0.27/mile.
3. Volunteers on specific assignments requiring travel with less than two occupants or less than five (5) day deployment may be reimbursed at the rate of \$0.27/mile. The assignment must be specific and approved by the State Disaster Relief Director or his designated representative.
4. ***Any exceptions must be approved prior to departure by the State Disaster Relief Director or his designated representative.***

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 TBM 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, TBM will reimburse for one (1) meal a day per person not to exceed \$12.00 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.