

PER-291 Highway Emergency Response Specialist (HERS) – DHS/FEMA-Funded

Course Duration: 5-Days, 40-Hours

Price:

- DHS/FEMA-FUNDED COURSES PAID BY GRANT, OR
- OPEN ENROLLMENT (OE) SELF PAY: **\$1,995**

Apply for DHS/FEMA-funding

Register (OE Self-Pay)

Note: Courses taught in Spanish currently unavailable.

Recommended Prerequisites:

- HazMat Technician Level or equivalent
- IS-100.C
- IS-200.B
- IS-700.B

Course Objectives – The HERS course focuses on specific fundamentals and skills associated with emergency response to a highway incident potentially involving flammable/combustible liquids, toxic or industrial hazardous materials, or WMD/IEDs. Participants are provided with detailed technical information on all types of cargo tanks, intermodal and portable tanks, freight vans, their design and construction, as well as non-bulk packaging and compressed gas cylinders. Participants are trained to a proficiency in technical mitigation techniques, transfer procedures, grounding and bonding, and safety techniques for highway transportation incidents.

The course includes extensive hands-on practice of actions and responses to simulated WMD hazardous material incidents, including secondary explosive devices, and other CBRNE incidents that could be used on or against highway transportation. HERS participants will learn to conduct site assessment of the scene, assess damage to containers, perform confinement and containment actions on leaking hazardous material packaging, and perform product removal and transfer techniques on the various Department of Transportation (DOT) containers.

Participants will also learn to assist in identifying vulnerabilities within their own local highway systems while learning to recognize and prioritize the importance of facility and conveyance hardening. Participants will learn the importance of proper management and preplanning to minimize threats on U.S. highway systems including the current trends concerning flammable/combustible liquid transportation incidents, hazardous materials, IEDs, their impact on a jurisdiction, and the necessary components of NIMS and the NRF to prioritize

organizational immediate actions and response operations. At the conclusion of this course, participants will have the knowledge to bring a highway incident, whether deliberately, accidentally, or naturally caused, to a safe and successful conclusion.

Target Audience – The HERS course is specifically designed as intensive hazardous materials emergency response training for the specialist level and will bring the hazardous materials technician trained to the highest recognized level of training identified OSHA, NFPA, and the EPA with a focus on highway incidents potentially involving WMDs, flammable and combustible liquids. The participant community for this course represents fire service, law enforcement, emergency planning, public health, and private industry personnel that deal with highway and intermodal transportation, including hazardous materials response contractors.

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FEMA

Security and Emergency Response Training Center

REPORTING INSTRUCTIONS for DHS/FEMA Participants

HERS | HWMĐTST | LMSTI | TCS | THMOST | SERTC Academy

55500 DOT Road | Pueblo CO 81001 | Phone: (719) 584-0584 | E: sertc@aar.com | www.sertc.org

Location:

SERTC Residential Courses conducted at:

Transportation Technology Center (TTC) / Security and Emergency Response Training Center (SERTC)
55500 DOT Road
Pueblo, CO 81001

How to Obtain Airline Ticket / Rental Car:

1. Submit a travel request to SERTC's designated Travel Agency for air and rental car arrangements.

To submit Travel Request, visit: <http://www.rgtravel.com/corporate-travel/sertc>

2. Read all Terms & Conditions, print for records, and click on the link to agree with the Terms & Conditions.
3. Select the correct SERTC course that will be attended.
4. If no travel arrangements are required through designated Travel Agency, Participant must still submit a travel request with the statement NO TRAVEL NEEDED typed in the special request box on the travel agency's website.
5. SERTC's Travel Agency will accept Participant's Travel Request as a purchase order for a pre-paid, NON-REFUNDABLE, round-trip airline electronic ticket and pre-paid rental car. Reservations are completed at least 2-weeks prior to class start date. Travel questions with regards to air and rental car arrangements should be directed to:

Rio Grande Travel

Local Phone: (505) 768-7999 / Toll Free: (800) 778-6861

firstrespond@RGTravel.com

Office Hours: 8:00am – 5:00pm Monday – Friday MT

Rental Car Notes: Before completing a travel request, coordination with others traveling from the same department is required for carpooling purposes, if applicable. In order for a Participant to be eligible to rent from TTC/SERTC's designated rental car provider (Enterprise or an Affiliate or Franchisee), he/she must possess a valid driver's license issued by the state or province in which such person resides, be age 21 or older (25 or older for sport utility or pick-up trucks ONLY WITH WRITTEN APPROVAL FROM SERTC), and meet the other normal renter qualifications of the applicable affiliate or Franchisee at the applicable renting location. Rental cars are scheduled by Rio Grande Travel, and they will book the necessary vehicle authorized for travel. All rental cars are to be booked by Rio Grande Travel for rental fee and taxes to be direct billed to SERTC. In addition, rental car reservations are booked under the student's name. Under no circumstances are the reservations to be changed without going through Rio Grande Travel nor are the reservations to be changed to another name other than the student attending class. Reservations may NOT be in a guest name if traveling with student. Reservations with guest name listed as Driver will not be accepted and rental car expenses will be billed to student and not eligible for reimbursement.

Physical Damage to Rental Car: The Participant (or Renter) shall maintain, at his/her own expense, Physical Damage Insurance (Comprehensive & Collision vehicle insurance) and is responsible for any/all damage to the vehicle. Renters can elect to purchase at the rental counter, at their own expense, an optional Damage Waiver (DW) (which may be described as LDW or CDW in the applicable rental contract signed at the rental counter). By purchasing the DW, the Renter is not responsible to pay their deductible to the rental company should damage happen to the rental car. Renter will not owe anything, but a claim is filed with the renter's insurance company to have the vehicle repaired. TTC/SERTC's contract with Enterprise specifies that TTCI does not pay for damage waivers, but the Renter has the OPTION of paying for it themselves. Renter may opt-out of purchasing the Damage Waiver when signing at the rental counter. If Renter chooses to purchase DW, it must be paid upfront at the rental car counter.

Vehicle Fees Not Covered: Any vehicle upgrades (not authorized by SERTC prior to rental pick-up), additional drivers added to reservations that are not students, purchase of the optional Damage Waiver, GPS units, and/or pre-paid fuel are the responsibility of the Renter, to be paid upfront at the rental car counter as applicable and are **NOT** eligible for reimbursement. If not paid upfront, fees will be deducted from travel claim reimbursement.

Airport Information:

- Denver International Airport (2.5 hours to SERTC) is approximately 113 miles north of Pueblo, CO
- Colorado Springs Municipal Airport (1.5 hours to SERTC) is approximately 44 miles north of Pueblo, CO
- Pueblo Memorial Airport (20 minutes to SERTC) is approximately 3 miles east of Pueblo, CO

Electronic Ticket Delivery:

An airline ticket is issued 2-weeks prior to class start date and is a pre-paid, restricted, NON-REFUNDABLE, round-trip airline electronic ticket, with value in Participant's name only. If the Participant is unable to travel for any reason, please review Cancellation/Rescheduling/No-Show/Substitution Policies in this document for further instructions. ***Please note: United Airlines has raised their baggage fees for those who do not check-in and pay for their baggage at least 24 hours prior to their flight. Baggage fees are a reimbursable "out of pocket" expense. If your airline ticket is for United Airlines, please make every effort to check-in and pay for your baggage at least 24-hours prior to your flight, this will be at a lower reimbursable "out-of-pocket" cost to you and will allow our Grant training funds to go further.**

Checklist for Travel Deviations:

Should the Participant deviate his/her travel from the standard class days and routing in/out of Participant's city/state, ALL charges will be paid for **upfront** by the Participant. Please follow the checklist below for travel deviations:

1. Prior to Participant booking travel outside standard class days, WRITTEN APPROVAL FROM SERTC MUST BE RECEIVED BY PARTICIPANT to do so:
 - a. Email SERTC at sertc@aar.com with the following information to request approval for any type of travel deviation:
 - i. Reason for travel deviation
 - ii. Include the change in dates, if applicable
 - iii. Include the change in routing in/out of the Participant's city/state, if applicable
 - iv. Include the change in routing in/out of a city/state other than where Participant resides, if applicable, and provide complete explanation as to why Participant is routing in/out of different city/state
 - v. Include the change in method of travel (e.g., driving vs. flying), if applicable
 - b. WRITTEN APPROVAL FROM SERTC MUST BE RECEIVED BY PARTICIPANT before the Participant may proceed with booking own travel. SERTC will approve/deny travel deviation via email and send back to Participant and copy Rio Grande Travel.
2. Participant submits Travel Request to Rio Grande Travel at www.rgtravel.com/corporate-travel/sertc, stating in the special request box, RENTAL CAR ONLY – TRAVEL DEVIATION.
 - a. As stated under How to Obtain Airline Ticket / Rental Car, all rental cars for standard dates for class travel are to be booked by Rio Grande Travel, for rental fee and taxes to be direct billed to SERTC. Rio Grande Travel will book a rental car for the approved deviated travel; however, the Participant will be responsible for paying directly for their rental car as these bookings will not be direct billed to SERTC. Participant will need to submit the rental car receipt with the Travel Claim Form. Cost of the rental car will be reimbursed for only the standard dates for class travel. If approval is not requested/received, all charges/fees become the Participant's responsibility and will not be accepted for travel reimbursement.
3. If a Participant is driving or changing flight dates (not traveling on standard dates for class travel), he/she must request an airfare price quote comparison in writing from SERTC's travel agency at fristrespond@RGTravel.com. This quote must be for the standard dates for class travel and routing.
 - a. A printed copy of this quote is required to be submitted with the Travel Claim Form which is provided on the first day of class for monetary reimbursement. SERTC requires this quote to compare with the Participant's purchased airfare. The Participant will be reimbursed for the lesser amount between the comparison quote vs. the deviated airfare purchased by Participant or driving expenses (See Checklist for Travel Claim Reimbursement for details about expenses covered for driving). ALL additional expenses pertaining to an early &/or extended stay are the responsibility of the Participant.
 - b. As stated under How to Obtain Airline Ticket / Rental Car, if no travel arrangements are required through designated Travel Agency, Participant must still submit a travel request with the statement NO TRAVEL NEEDED typed in the special request box on the travel agency's website.
4. Participant books and pays upfront for own air travel.
5. Participant makes own Hotel Reservations as outlined under Checklist for Hotel Reservations.

Checklist for Hotel Reservations:

1. **It is the Participant's responsibility to contact the hotel directly to make hotel reservations** with a personal credit card; however, standard dates for class travel and tax will be direct billed to SERTC for the Pueblo hotels listed below. Standard practice of any hotel is to put a temporary hold on funds during the hotel stay. Funds are released upon check-out and only room and tax will be direct billed to SERTC. Keep this in mind when booking a room to ensure necessary funds are available to support your trip.
2. Reservation dates should be made for check-in one day before class start date, and checkout either on the last day of class or one day after the last class date, depending on departure flight. Additional night stays outside of the standard dates for travel will be considered personal travel and will be billed directly by the hotel to the credit card provided upon check-in. Individual rooms will be provided (1 King Bed/2 Queen Beds/2 Full Beds). Please be diligent about booking reservations early – at least 2-weeks in advance

of the class start date, or as soon as possible. After this time, there is no guarantee that a hotel room will be available at the preferred hotel. Pueblo has limited hotels available in the area and there is a risk that direct billed hotels will be sold out.

- When contacting the hotel directly, please advise the hotel you are attending the First Responder Training at SERTC as a DHS/FEMA-funded participant to ensure proper rates. To simplify hotel reservations at our preferred hotel, the Courtyard Marriott, the Participant is recommended to call and contact Kristin Martinez directly to make reservations:

Courtyard Marriott Pueblo Downtown
 110 W. 1st Street/City Center Drive
 Pueblo, CO 81003
 Phone: (719) 542-3200
 Contact: Kristin Martinez, Director of Sales
 Email: kristin.martinez@galaxyhotelsgroup.com

- ONLY if no other rooms are available at the Courtyard Marriott**, the hotels below have direct billing set up with SERTC however, **the hotel must guarantee GSA room** rates and same guidelines as above apply – Participant will need to contact these hotels directly:

SpringHill Suites Pueblo Downtown	Wingate by Wyndham	Hampton Inn & Suites Pueblo-Southgate
150 Santa Fe Ave Pueblo, CO 81003 Phone: (719) 546-1234	4711 N Elizabeth St. Pueblo, CO 81008 Phone: (719) 586-9000	3315 Gateway Dr. Pueblo, CO 81004 Phone: (719) 566-1726

	2021	2021	2022	2022	2022	2022
Destination	Oct	Nov-Dec	Jan-Mar	Apr-May	Jun-Aug	Sep
PUE – Std	\$96	\$96	\$96	\$96	\$96	\$96
COS	\$112	\$112	\$112	\$112	\$147	\$112
DEN	\$199	\$153	\$162	\$199	\$199	\$199

Reference GSA Standard Lodging Rates: <http://www.gsa.gov/travel/plan-book/per-diem-rates>

DHS/FEMA Participants are training under a government-funded grant and must receive GSA rates; Participant must ask for GSA rates prior to booking. If room rates exceed the GSA rate listed above, a **Lodging Exception Form** must be completed and submitted for approval to DHS/FEMA **prior** to lodging stay. If approval is not received **prior** to stay, lodging exception will not be granted, and any/all rates and taxes over & above GSA rate plus tax will be the Participants responsibility and non-reimbursable. Contact SERTC Administration with questions and to obtain the Lodging Exception Form if applicable to Participant.

Note: Please represent SERTC in a professional manner after-hours by abiding by all hotel rules & regulations set forth by each individual establishment. Treat all hotel staff courteously and please bring it to our attention should hotel &/or staff not treat you in the same manner.

Hotel Fees Not Covered:

- Expenses for additional room nights outside the standard dates for class travel (personal travel), upgraded rooms, incidentals such as phone calls, room service, etc., are not included. Again, Participants must reserve hotel accommodations with a personal credit card; however, Participants will only be charged for additional room nights for personal travel, upgrades to rooms, incidentals and/or failure to notify the hotel in the event of cancellation of attendance in training. These charges are NOT eligible for reimbursement.
- If booking one of the above hotels other than the Courtyard Marriott, and GSA rates are not guaranteed/provided, the Participant will be responsible for any amounts due above & beyond GSA rates based on the location of the hotel plus tax. If hotel is a direct billed hotel, amounts above & beyond the max lodging rates plus tax will be deducted from Participant's travel claim reimbursement. If Participant stays at a non-direct pay hotel, pays for hotel stay in its entirety, and requests reimbursement, only GSA max lodging standard rates by location plus tax, will be reimbursed.
- If the Participant must cancel, it is the Participant's responsibility to notify the hotel to cancel reservations. Participant will be responsible for hotel room & tax for the first night if he/she is a NO-SHOW and do not cancel directly with the hotel.**

Speed Limit/Bicyclists/Wildlife:

Please abide by all posted speed limits during your travel from the hotel to SERTC. Participants share the road not only with other Participants but with TTCI/SERTC employees traveling to work and for all to arrive safely at the Main Gate, it is imperative that you follow all posted speed limits. DOT Road is also popular for bicyclists and caution should be used when driving to and from the school. In addition, large wildlife is abundant and can be found close to the road &/or crossing the road and can be extremely dangerous for motorists using excessive speed. Please be cautious and keep everyone safe on our roads!

On-Site SERTC Parking Lot Shuttle:

Participants will drive themselves from their hotel to the TTC main-gate parking lot (25-34 miles or 40 minutes) and must arrive no later than 0720. On-Site Shuttle Bus leaves the TTC main-gate parking lot at 0730.

Briefing & Security Measures:

- Federal Site Access Requirements** for TTCI/SERTC Visitors/Participants:
REAL ID – Passed by Congress in 2005, the REAL ID Act enacted by the 9/11 Commission's recommendation that the Federal Government "set standards for the issuance of sources of identification, such as driver's licenses." The REAL ID Act establishes minimum security standards for license issuance and production and prohibits Federal agencies from accepting, for certain purposes, driver's licenses and identification cards from states not meeting the Act's minimum standards. The purposes covered by the Act are accessing Federal facilities. Prior to visiting our site, please follow these requirements:
 - U. S. Citizens:** [Click Here](#) to check if your driver's license meets minimum security standards for the Real ID compliance for your state. Be mindful that most states are already compliant or have been granted an extension; therefore, a second form of ID may NOT be NEEDED.

Non-Compliant: A second form of ID is required ONLY IF your state is non-compliant. Alternate forms of acceptable identification in lieu of the driver's licenses from non-compliant states are provided by [clicking here for acceptable forms of alternative second IDs](#); an example is a Fire Department or Law Enforcement ID card issued by state, county or city government containing name, photo, and expiration date.
 - Non-U. S. Citizens | Foreign Nationals:** When you arrive, you must have your passport as proof of ID.
- Due to SERTC being on a federal facility, Participants are REQUIRED to present a picture identification ON A DAILY BASIS prior to boarding the on-site shuttle to the training facility.** Acceptable forms of ID must meet requirements of the REAL ID Act as outlined above. Those from non-compliant states will need an alternative form of acceptable identification in addition to their non-compliant driver's license, both to be presented daily. If identification is not brought daily, Participant will be sent back to hotel to retrieve it.
- Upon arrival at SERTC on the first day, Participants will be briefed on safety procedures.

Class Schedules:

- HERS | LMSTI | TCS | THMOST (5-day, 40-hour) Courses scheduled Monday - Friday, 7:20am – 4:30pm
- HWMDTST (10-day, 80-hour) Course scheduled Monday - Friday, 7:20am – 4:30pm, no class on Saturday or Sunday
- SERTC Academy Residential Courses
- HERS | TCS (3-day, 24-hour) Courses scheduled Tuesday – Thursday, 7:20am – 4:30pm

Meals:

When staying at the Courtyard Marriott hotel, breakfast will be provided at the hotel. Lunch will be provided daily at SERTC. Special dietary requirements should be addressed during online registration or email sertc@aar.com no later than two weeks prior to class start date. We will do our best to accommodate you. Food/Drink vending machines are available at SERTC however it is recommended for healthy snacks to be brought with Participants if necessary.

Cell Phone Coverage:

Verizon has coverage at SERTC. There is limited to no coverage for all other cellular services. Phones are available at SERTC in the Lunchroom and the SERTC Business Office should you need to make a phone call during a break.

Medical:

A series of medical questions will be asked before any physical training and vital signs are checked periodically. SERTC will not allow Participants with a blood pressure above 160/90 to wear SCBA or fully encapsulated clothing.

PPE & Dress:

This course is designed for Participants to move quickly and frequently between classroom and field exercises. In the field, Participants may experience training in different working conditions, e.g., hot and dusty, cold and snowy. Weather in Colorado is subject to rapid and diverse changes. We suggest that you come prepared to dress in layers so that you can adjust to the temperature and condition changes. [Click for weather forecast.](#)

Participant should bring:

- Leather work gloves
- Standard protective footwear — ASTM F2413-11
- Spectacle kit for a SCBA, if applicable
- Prescription safety glasses, if applicable, with attached side shields (must be worn at all times)
- Appropriate work clothing (no shorts, sleeveless shirts, or sandals)
- Sunscreen, lip balm, and any other items that may be needed to protect from the elements
- **THMOST Participants:** Long Sleeve Shirt(s) for outside exercises conducted on three (3) class days

SERTC will provide as necessary:

- SCBA
- Hard hats
- Safety glasses
- Safety vests
- All other safety gear required for the training

Certificates:

To receive a certificate of successful completion, Participants must fulfill all requirements for the course. If requirements are not fulfilled, a certificate of attendance will be awarded.

Cancellation / Rescheduling / No-Show / Substitution Policies:

1. Airline Cancel:

When the airline cancels a flight, they will note such activity in the airline electronic ticket record. The Participant is responsible for notifying both SERTC and Rio Grande Travel that the airline canceled the flight. The Participant has two choices:

- a. Obtain a rescheduled flight from the airline at the time of airline cancel notification and continue trip, or
- b. Participant may request the airline refund the ticket to the form of payment on the ticket and discontinue trip. If discontinuing trip, Participant must notify SERTC via email.

2. Participant Request to Cancel:

- a. The Participant must call Rio Grande Travel during business hours and send a cancellation request email to firstrespond@RGTravel.com. Should the Participant need to cancel outside of Rio Grande Travel's business hours, the Participant is to send a cancellation request email to Rio Grande Travel and contact the 24-Hour Toll Free Emergency Assistance number below, or the airline directly. **The Participant must cancel reservations prior to flight departure to receive a credit to be used for future travel.**
- b. The Participant must also contact SERTC Administration at (719) 584-0584 and send an email to sertc@aar.com to notify us of the requested cancellation. Requests to cancel must detail a reason for cancelling. If the airline ticket has already been purchased, the Participant will have an unused, pre-paid, restricted, NON-REFUNDABLE, round-trip airline electronic ticket, with value in his/her name only and should review Reschedule Policy below. **If the Participant will not be rescheduling his/her training, he/she is individually, financially responsible for full payment of the nonrefundable airline ticket, plus a \$30.00 processing fee.**

Rio Grande Travel

Local Phone: (505) 768-7999 / Toll Free: (800) 778-6861

firstrespond@RGTravel.com

Office Hours: 8:00am – 5:00pm Monday – Friday MT

24-Hour Toll Free Emergency Assistance: (800) 310-6714 CODE – S-A2ZA

Note: Emergency Assistance number is ONLY to be used for in-route emergency assistance outside of Rio Grande Travel's normal office hours.

3. Reschedule Policy:

This policy applies to all Participants that have been issued airline tickets by Rio Grande Travel. Airline tickets are issued 2-weeks prior to class start date. The airline electronic ticket may not have been emailed to the Participant, but it may have already been purchased based off the Travel Request submission. At the very latest, if Participant has not received an email

with the electronic ticket itinerary at least 10 days prior to class start date, please contact Rio Grande Travel ASAP. Not receiving the itinerary will not be sufficient to relieve Participant of any Terms & Conditions herein. After request to cancel is approved by both SERTC and Rio Grande Travel, Participant is responsible for contacting SERTC as soon as possible to obtain a new class start date, submit a new travel request, and attend a SERTC course within 6 months of the cancellation. Rescheduling will be handled case-by-case, based on seating availability. **Due to Participant having an unused, pre-paid, restricted, non-refundable, round-trip airline electronic ticket with value in his/her name only already purchased, Participant will be responsible for any/all change fees imposed by the airline (fees may vary between \$0 - \$200), a \$30.00 travel agency processing fee, plus any difference in flight costs at the time of re-booking. Total financial costs to Participant will be provided prior to re-booking and will be paid directly to Rio Grande Travel at time of re-booking. CANCELLATIONS AND RESCHEDULING MUST BE SUBMITTED IN WRITING VIA EMAIL TO sertc@aar.com PRIOR TO CLASS START DATE.**

4. No-Show Policy:

This policy applies to all Participants that have been issued airline tickets by Rio Grande Travel. An airline ticket has already been purchased. Participant will have an unused, pre-paid, restricted, non-refundable, round trip airline electronic ticket with value in his/her name only and should review and follow Reschedule Policy above. **If Participant will not be rescheduling his/her training, he/she is individually, financially responsible for full payment of the nonrefundable airline ticket, plus a \$30.00 processing fee.**

5. Substitution Policy:

Substitutions are not allowed for DHS/FEMA-funded Participants.

Checklist for Travel Claim Reimbursement:

On the first day of class, the Travel Claim Reimbursement Form will be handed out in the classroom and briefly explained. If you meet eligibility, the general allowable Per Diem is explained and details are included with the Travel Claim Reimbursement Form.

1. Eligibility for Per Diem or Actual Expense:

- a. What is a per diem?
A per diem allowance is a daily payment based on government calculated rates instead of reimbursement for actual expenses.
- b. §301-11.1 When am I eligible for an allowance (per diem or actual expense)?
When:
 - i. You perform official travel away from your official station, or other areas defined by your agency.
 - ii. You incur per diem expenses while performing official travel; and
 - iii. You are in a travel status for more than 12 hours.
- c. §301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?
No, you will not be reimbursed for per diem or actual expenses if your official travel is 12 hours or less. (See Special Note below for exception that may/may not apply to Participants individual situation).

SPECIAL NOTE: In accordance with Sections 301-11.300 thru 301, TTCI/SERTC can reimburse mileage or fuel to Participants that do not meet the qualifications in section 301-11.1 outlined above, only if the mileage or fuel would normally be reimbursed to the Participant by their employer under their employer's (agency's) standard travel policy. **A letter from the employer (agency) or a copy of the employer (agency) policy, is required to be submitted with the Travel Reimbursement Form to qualify for reimbursement.**

If you meet eligibility, the allowable per diem expenses are included on the Travel Claim form. In addition, if you meet eligibility, the following vehicles are allowed: Motorcycle, Privately-Owned Vehicle (POV), and Government-Owned Vehicle. Each type of vehicle has a different mileage-reimbursement rate which is provided on the Travel Claim form.

2. Privately Owned Vehicle (POV)

- a. Participant may use a POV for travel when approved by SERTC. Approval email from SERTC required before departure in POV.
 - Colorado Residents Only: In most cases, it is not reasonable for a Participant to schedule travel on an airplane vs. traveling in his/her POV to attend training at SERTC. Approval from SERTC to use POV is not required for those residing in Colorado. If for some reason scheduling travel on an airplane is a fairer & reasonable option, please contact SERTC Administration to discuss.
- b. For Participants who drive POV's to be eligible for reimbursement for either Mileage **OR** Fuel, the Participant must meet all requirements listed above under §301-11.1 Per Diem or Actual Expense.
- c. If Participant meets all above requirements and selects to be reimbursed for POV mileage vs. fuel, mileage will be reimbursed in lieu of airfare only if the amount of POV mileage is the lesser of the two, departing from home to the Pueblo hotel, mileage from the hotel to TTCI daily, and the return from the hotel to home. Any personal travel outside normal training dates & times (e.g., outside trips for

sightseeing, shopping, visiting neighboring cities/towns) is not reimbursable and is REQUIRED to be deducted from total mileage submitted by Participant. Please note: Mileage is determined by actual odometer readings. Participant must record/submit actual beginning and ending odometer readings (minus personal travel mileage). Google Map or MapQuest mileage calculations are not accepted. An airfare quote in writing from Rio Grande Travel will also be required for comparison. It is the Participant's responsibility to request Rio Grande Travel to send SERTC a copy of the airfare quote via email. Airfare quote must be submitted with travel claim.

- If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300 thru 301, TTCI/SERTC can reimburse mileage to Participant only if mileage would normally be reimbursed to the Participant by his/her employer. Participant may provide a letter from the employer (agency) stating that mileage would normally be reimbursed to the Participant under employer's (agency's) standard travel reimbursement policy and that the employer (agency) will not be reimbursing Participant personally for these expenses. A copy of the employer (agency) policy may also be submitted. Either the employer letter or copy of the policy is required to be submitted with the Travel Claim form to qualify for reimbursement.
- d. If Participant meets all above requirements and selects to be reimbursed for POV fuel vs. mileage, the Participant must submit all original fuel receipts showing gallons pumped & price per gallon. Any fuel purchased for personal travel outside normal training dates & times (e.g., outside trips for sightseeing, shopping, visiting neighboring cities/towns) is not reimbursable and is REQUIRED to be deducted from total fuel submitted by the Participant.
- If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300 thru 301, TTCI/SERTC can reimburse fuel to Participant only if fuel would normally be reimbursed to the Participant by his/her employer. Participant may provide a letter from the employer (agency) stating that fuel would normally be reimbursed to the Participant under employer's (agency's) standard travel reimbursement policy and that the employer (agency) will not be reimbursing Participant personally for these expenses. A copy of the employer (agency) policy may also be submitted. Either the employer letter or copy of the policy is required to be submitted with the Travel Claim form to qualify for reimbursement.
- e. For a two-week course, Coloradoans returning home only over a weekend may claim mileage for the trip home & back for the second week of class. However, any additional mileage incurred over the weekend is not reimbursable. If this applies and there are questions, please see a SERTC Administrator for clarification.
- f. As previously mentioned, all expenses outside normal travel days and times are the responsibility of the Participant; unless there are circumstances beyond control where Participant must be in travel status longer than usual. Participant is required to provide SERTC an explanation in writing when submitting a Travel Claim as to the situation that occurred that caused additional expenses, outside normal travel days and times that are being requested for reimbursement.

3. Government-Owned Vehicle (GOV)

- a. Participant may use a GOV for travel when approved by SERTC. Approval email from SERTC required before departure in GOV.
- Colorado Residents Only: In most cases, it is not reasonable for a Participant to schedule travel on an airplane vs. traveling in a GOV to attend training at SERTC. Approval from SERTC to use GOV is not required for those residing in Colorado. If for some reason scheduling travel on an airplane is a fairer & reasonable option, please contact SERTC Administration to discuss.
- b. For Participants who drive GOV's to be eligible for reimbursement for either Mileage **OR** Fuel, Participant must meet all requirements listed above under §301-11.1 Per Diem or Actual Expense.
- c. If Participant meets all above requirements and selects to be reimbursed for GOV mileage vs. fuel, mileage will be reimbursed in lieu of airfare only if the amount of GOV mileage is the lesser of the two, departing from home to the Pueblo hotel, mileage from the hotel to TTCI daily, and the return from the hotel to home. Any personal travel outside normal training dates & times (e.g., outside trips for sightseeing, shopping, visiting neighboring cities/towns) is not reimbursable and is REQUIRED to be deducted from total mileage submitted by Participant. Please note: Mileage is determined by actual odometer readings. Participant must record/submit actual beginning and ending odometer readings (minus personal travel mileage). Google Map or MapQuest mileage calculations are not accepted. An airfare quote in writing from Rio Grande Travel will also be required for comparison. It is the Participant's responsibility to request Rio Grande Travel to send SERTC a copy of the airfare quote via email. Airfare quote must be submitted with travel claim.
- If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300-301, TTCI/SERTC can reimburse mileage to Participant only if mileage would normally be reimbursed to the Participant by his/her employer. Participant may provide a letter from the employer (agency) stating that mileage would normally be reimbursed to the Participant under employer's (agency's) standard travel reimbursement policy and that the employer (agency) will not be reimbursing Participant personally for these expenses. A copy of the employer (agency) policy may also be submitted. Either the employer letter or copy of the policy is required to be submitted with the Travel Claim form to qualify for reimbursement.
- d. If Participant meets all above requirements and selects to be reimbursed for GOV fuel vs. mileage, the Participant must submit all original fuel receipts showing gallons pumped & price per gallon. Any fuel purchased for personal travel outside normal training

dates & times (e.g., outside trips for sightseeing, shopping, visiting neighboring cities/towns) is not reimbursable and is REQUIRED to be deducted from total fuel submitted by the Participant.

- If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300-301, TTCI/SERTC can reimburse fuel to Participant only if fuel would normally be reimbursed to the Participant by his/her employer. Participant may provide a letter from the employer (agency) stating that fuel would normally be reimbursed to the Participant under employer's (agency's) standard travel reimbursement policy and that the employer (agency) will not be reimbursing Participant personally for these expenses. A copy of the employer (agency) policy may also be submitted. Either the employer letter or copy of the policy is required to be submitted with the Travel Claim form to qualify for reimbursement.
- e. For a two-week course, Coloradoans returning home only over a weekend may claim mileage for the trip home & back for the second week of class. However, any additional mileage incurred over the weekend is not reimbursable. If this applies to you and you have questions, please see a SERTC Administrator for clarification.
- f. As previously mentioned, all expenses outside normal travel days and times are the responsibility of the Participant; unless there are circumstances beyond control where Participant must be in travel status longer than usual. Participant is required to provide SERTC an explanation in writing when submitting a Travel Claim as to the situation that occurred that caused additional expenses outside normal travel days and times that are being requested for reimbursement.

4. Other Modes of Transportation

Participants wishing to use other modes of transportation other than air, POV, GOV, or motorcycle, will require an approval email from SERTC and will be handled on a case-by-case basis. Contact SERTC Administration to inquire/discuss, if applicable.

5. Toll Roads:

Toll Roads are covered; however, due to the lag in the State sending an invoice to Participant's home, participants may obtain these fees prior to receiving them in the mail by accessing the Highway Toll Website:

Visit: www.htalc.com

- Click on "Statement Look Up"

- Choose Your Rental Agency: Enterprise

- Enter your Last Name

- Change Credit Card to Contract Number and Enter the rental contract number (Renter does not need to provide a credit card)

6. Meals and Incidental Expenses (M&IE) (No receipts required):

- a. If the Participant meets eligibility, the M&IE reimbursement allowance will be for the first and last day of travel (calculated at 75% of the current M&IE rate) plus the M&IE rate for training days, adjusted for meals included with the course registration. No receipts are necessary for M&IE. A table is provided on the back of the Travel Claim Form for guidance.

7. Original Receipts REQUIRED for Reimbursement:

- Airport parking (parking at originating airport is reimbursable)
- Fuel Expenses for rental car (POV/GOV/Motorcycle, if applicable). Receipts showing gallons pumped & price per gallon required. Pre-paid fuel receipts not accepted. (Personal travel outside normal training dates/city not allowable for reimbursement).
- Baggage Fees:
 - HERS / TCS / LMSTI / HWMdTST / THMOST – reimbursed up to a maximum of \$70 per round trip
- Hotel Receipt for GSA Room & Tax, only if applicable.

Other miscellaneous charges that may/may not be eligible for reimbursement. Inquire with SERTC Administration for clarification if not sure what additional expenses may qualify for reimbursement.

List of Non-Reimbursable Expenses:

- Phone calls
- Gloves
- Personal incidentals
- Any/All damage waivers or insurance for rental cars
- Any vehicle upgrades (not authorized by SERTC)
- GPS units in rental cars
- Pre-paid fuel

Please note this is not a comprehensive list of non-reimbursable items. If Participant has any questions with regards to reimbursable expenses, please contact SERTC Administration.

Website for GSA Guidelines:

M&IE: <http://www.gsa.gov/portal/content/101518>

Travel Allowance: <http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p011.html/category/21868/>

NOTE: Please allow up to 6-weeks following receipt of the Travel Claim Form in the SERTC Administration Office to be approved and reimbursement check mailed. It is **extremely** important that the Travel Reimbursement form be filled out correctly with the Participants name and mailing address and **MUST BE SIGNED**. Should TTCI/SERTC need to issue a stop payment on a reimbursement check due to inaccurate or illegible information provided on the form, or due to a lost check, the **Participant will be responsible for a Stop Payment Check Fee in the amount of \$35.00** prior to a new reimbursement check being issued. Should Participant not receive his/her reimbursement within 6-weeks of receipt of travel claim paperwork by SERTC, please contact SERTC Administration.

Credit card payments may be due prior to receiving reimbursement. TTCI/SERTC is not responsible for credit card fees or late fees for these purchases.

Driving Directions:

[Click Here for Directions](#) from DIA Airport to the Courtyard Marriott Pueblo Hotel

[Click Here for Directions](#) from the Courtyard Marriott Pueblo Hotel to the Training Site

[Click Here](#) to check Pueblo Road conditions

Have a Great Training Experience!