



# Fort Bend County Fire Marshal's Office Training Request Form

Date:	07/19/2024		
Requestor:	Gregory Najvar	Division:	Hazmat
Class:	PER-291, Highway Emergency Response Specialist, (HERS) DHS/FEMA Funded		

TCFP# 24253545      PID#      FEMA#      TEEX#

**Class information (location, dates, organization, type of training):**

Location: Pueblo, Colorado  
 Class Dates: ~~September 30, 2024 -October 4, 2024~~  
 Travel Dates: Sunday September 29, 2024 & Saturday October 5, 2024 Organization: SERTC  
 Type of Training: Hazmat, Highway Emergency Response Specialist (HERS) PER-291

**Purpose, and how this training benefits the FMO:**

This class provides the latest trainin in handling highway emergencies with flammable liquid spills. This includes transportatio emergencies, product transfer operations and hazardous fuel spills. The class is a hands on learning environment with some classroom activity. This class will help me better handle hazardous flammable liquid spills and deal with hazardous material emergencies. This training will allow me to be a greater asset to the Fire Marshal office and the Hazardous Materials response team.

**Cost:(include tuiton, hotel, airfare):**

Personal Vehicle  Federally funded training, only expense is my time and the backfill if needed.

County Vehicle

**Equipment needs:**

No equipment needed

**Prerequisites(attach all supporting documents with this form):**

Hazmat Technician course, NIMS 100, 200 & 700

Denied  Approved   
 Denied  Approved   
 Denied  Approved

Battalion Chief Signature  
 Assistant Chief Signature  
 Fire Marshal Signature

*Class offer 7/19/2024*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
 8/10/2024

**Remarks:**

# SERTC - Application HERS

From: register@aar.com

To: medic0629@yahoo.com

Date: Tuesday, July 16, 2024 at 02:23 PM CDT

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



## Security and Emergency Response Training Center

2024 DHS-FEMA Application HERS PER-291 Expires 2-Yrs from Date of Receipt \_\_\_\_\_

Pueblo/Chemical Army Depot | 45825 CO-96 | Pueblo CO 81006 | 719.584.0584 | www.sertc.org | email: sertc@aar.com

**Instructions (Read Carefully):** Follow the steps below. One application is required per class. Applications are good for two years from the date received from the SAA. A student may repeat training every three years per class.

1. You have successfully completed the online application.  
This Application does NOT guarantee registration; it is ONLY the first step.
2. Print, sign, and date this application at the bottom (Required)
3. Fax or email to your SAA (contact info below)
4. Follow up to verify your SAA received your application, and submitted it to SERTC.
5. SERTC will register you on a first-come-first-served basis. You will receive an e-mail confirmation containing Reporting Instructions to guide your next steps to successfully attend. However, if classes are full, you will receive an e-mail prompting you to choose a different class or be added to the waitlist.

Student Applicant Information   Participant ID: 24003	
Student:	Gregory Najvar   E: medic0629@yahoo.com
Organization:	Fort Bend County Fire Marshal

### A Form was filled out by Gregory Najvar attending SERTC - Application HERS

\*Organization Street Address            1521 Eugene Heiman Circle #114

\*Organization City                        Richmond

\*Organization State or Territory        TX

\*Organization Zip Code                  77469

\*Organization County                    Fort Bend

\*Are you over the age of 21?            Yes

\*Current Position                        Hazmat Tech

\*Years in Current Position              5

(Optional) Another email to ensure receipt        medic0629@yahoo.com

\*Supervisor Name (First & Last)        Tom Hughes

\*Supervisor Phone                        281-725-4238

\*Jurisdiction L-Local Government  
 \*Discipline HM-Hazardous Materials  
 \*How did you hear about us Website

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Please select 1st date preference 2024-09-30 HERS (APP)  
 (Optional) Please select 2nd date preference or skip 2024-10-14 HERS (APP)

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Do you meet the following recommended prerequisites:  
 - HazMat Technician Level or equivalent Yes  
 - IS-100.C ([Available here online](#))  
 - IS-200.B ([Available here online](#))  
 - IS-700.B ([Available here online](#))

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Are you a Federal Employee? No

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Attendee FEMA SID (10-digit) Lookup Existing or New 0000435408  
 \*[Click here](#) for SAA's information. Select your state & enter SAA's Name: TX Kade Long  
 \*SAA Email kade.long@tdem.texas.gov  
 \*SAA Phone 210-508-3583

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Visitor Requirements:  
 MxV Rail Company policy requires additional information for persons whose origins are outside the U.S. \*Are you a US Citizen? Yes

**A Form was filled out by Gregory Najvar attending SERTC - Application HERS**

\*Dietary concerns for lunch at SERTC (if nothing, type NONE) none  
 \*Attendee Home Street Address 1854 Brownson road



## You're Registered for SERTC Training – Please Download Reporting Instructions

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From: register@aar.com

To: medic0629@yahoo.com

Date: Friday, July 26, 2024 at 08:41 AM CDT

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Gregory Najvar,

You are registered for 2024-09-30 HERS (DHS).

### **GETTING STARTED:**

Click here for [Reporting Instructions](#).

**You are required to complete the following as soon as possible; detailed information can be found in the Reporting Instructions:**

- Contact the Travel Agency to complete your Travel Request
- Make your hotel reservations

**IMPORTANT!** Please complete your Pretest before the first day of class by clicking [HERE](#), this link will be available starting September 9th, 2024.

**OUR TRAINING FACILITY HAS MOVED! Our address is 45825 CO-96, Pueblo, CO 81006 - From HWY 96 take Exit 329**

- You will NOT drive onto the facility; you will be picked up in the SERTC Student Parking Lot located at the south entrance of the Pueblo/Chemical Depot and driven through the Depot security gate to the SERTC training facility. Do not proceed to the security gate, report to the student parking lot.
- Arrive at the SERTC Student Parking Lot no later than 7:15am

During class, you will receive a USB flash drive with all course materials and access to a laptop for your use during class. If you would like to study after hours, you will need to bring your own laptop (this is optional).

Lunch and snacks are provided at SERTC. You are welcome to bring your own if you prefer.

Feel free to contact us with any questions or concerns, we are here to assist you and look forward to seeing you soon.

### **SERTC Administration**

SERTC is a division of MxV Rail

45825 CO-96, Pueblo, CO 81006

O: 719.584.0584 | E: [sertc@aar.com](mailto:sertc@aar.com)

[www.sertc.org](http://www.sertc.org) | [Facebook](#) | [Twitter](#) | [Instagram](#)

Print Close

## RE: PER291 application for Gregory Najvar

SERTC SERTC <SERTC\_SERTC@aar.com>

Fri 7/26/2024 9:05 AM

To: Scott Sutherland <Scott.Sutherland@tdem.texas.gov>

Cc: Najvar, Gregory <Gregory.Najvar@fortbendcountytexas.gov>; Kade Long <Kade.Long@tdem.texas.gov>

Thank you, application received and Gregory Najvar has been registered for HERS 09-30-2024.

Best regards,  
**Dawn**

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**Dawn Mauger**  
**Procurement & Administration Manager**  
**SERTC | MxV Learning Institute**  
SERTC 719.584.0584  
[www.mxvrail.com](http://www.mxvrail.com) | [www.sertc.org](http://www.sertc.org)



*SERTC & MxV Learning Institute are divisions of MxV Rail.*

CONFIDENTIALITY NOTICE: This e-mail and any attachments contain confidential information intended only for the person(s) to whom it is addressed. If you have received this message in error, please notify the sender immediately and delete this document.

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**From:** Scott Sutherland <Scott.Sutherland@tdem.texas.gov>  
**Sent:** Friday, July 26, 2024 9:09 AM  
**To:** SERTC SERTC <sertc@aar.com>  
**Cc:** Gregory.Najvar@fortbendcountytexas.gov; Kade Long <Kade.Long@tdem.texas.gov>  
**Subject:** PER291 application for Gregory Najvar

CAUTION: This email originated from outside MxV Rail. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,  
I have attached a PER291 application for Gregory Najvar for processing.  
Thank you.  
Scott



# Resource

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[Resources](#) / Travel and Hotel Information

## Travel and Hotel Information

### Reporting Instructions

Complete reporting instructions and all the information listed below will be emailed to you automatically after your registration is confirmed.

### What city should I fly into?

- **Denver.** If you fly into Denver ([DIA](#)), you will need to rent a car to get to Pueblo. Denver International Airport is approximately 140 miles north of our training facility in Pueblo. All students attending training using our DHS/FEMA-funding will be routed in/out of Denver.
- **Colorado Springs.** If you fly into Colorado Springs ([COS](#)), you will need to rent a car to get to Pueblo. Colorado Springs Municipal Airport is approximately 56 miles north of our training facility in Pueblo.
- **Pueblo.** If you fly into Pueblo ([PUB](#)), you will need to schedule for either a taxi or a rideshare (these are very limited) to your rental car company. There are limited airline services and number of flights in and out of Pueblo. Pueblo Memorial Airport is approximately 11 miles west of our training facility in Pueblo.

### Driving Information

- Students are required to drive daily approximately 15 miles to SERTC from recommended downtown Pueblo hotels. Travel time to SERTC is approximately 20-25 minutes. Arrive at



- **OE Participants** – Airline, hotel, and rental car arrangements are the OE Participant's responsibility. Hotel recommendations are provided in Participant's reporting Instructions which are provided in the class confirmation email.
- **DHS/FEMA-Funded Participants** – Airline and rental car arrangements are handled through SERTC's designated travel agency. Hotel reservations are to be made by the Participant upon confirmation that they have been registered for class. Hotel information is provided in Participant's Reporting Instructions which are provided in the class confirmation email.

## Covered and Reimbursed Expenses

- **OE Participants** – All travel expenses are the responsibility of the participant or their agency.
- **DHS/FEMA-Funded Participants ONLY** – PREPAID EXPENSES Covered by DHS/FEMA are listed below and reimbursed using GSA rates (see Reporting Instructions for further details):
  - Airfare
  - Lodging in Pueblo
  - Rental vehicle
- **DHS/FEMA-Funded Participants ONLY** – EXPENSES INCURRED WHILE TRAVELING are reimbursed by DHS/FEMA Funding:
  - Lodging other than designated Pueblo Hotels
  - Approved Transportation | Parking | Fuel | Tolls
  - Baggage (limits do apply)
  - Per Diem M&IE (if eligible)
  - Note: DHS/FEMA Funding does not cover agency backfill.

## Courses

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[Course Library](#)

[Custom Contract Courses](#)

## Register

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[DHS/FEMA Application Process](#)

[Open Enrollment / Self-pay Process](#)

## Resources

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## Course Details

### PER-291: Highway Emergency Response Specialist

#### Course Details

<b>Course Catalog</b>	NTED
<b>Course ID</b>	PER-291
<b>Course Title</b>	Highway Emergency Response Specialist
<b>Course Level</b>	Performance
<b>Community Lifeline</b>	Transportation Hazardous Material
<b>Training Provider</b>	TTCI - Transportation Technology Center, Inc.
<b>Delivery Type</b>	Residential
<b>Duration in Hours</b>	40.0
<b>Duration in Days</b>	5.0
<b>Continuing Education Units</b>	General: 4

#### Course Description

This is an intensive highway transportation emergency response course intended to bring hazardous materials technicians to the specialist level as defined by OSHA, NFPA, and the EPA. Participants will be provided with detailed technical information on the design, construction, and function of the most common types of cargo tanks, intermodal and portable containers, and freight vans, as well as non-bulk packaging and compressed gas cylinders. This information will be used as a baseline to educate participants on the proper methods for the containment and mitigation of releases, proper transfer procedures, grounding and bonding, and proper safety procedures required during a highway emergency.

The classroom instruction will be reinforced by practical instruction on actual highway, intermodal, and non-bulk containers. Instructor-led demonstrations will build toward participant-led scenarios, and the entire class will cooperate in a final, large-scale response that closely replicates an incident that would be encountered by a responder. The final incident will require use of all of the skills and knowledge gained during the course in order to bring it to a successful conclusion. Proper scene assessment, damage assessment, confinement, containment, product removal, and transfers will all be evaluated during the incident to ensure that participants are capable of responding to these types of incidents upon completion of the course.

In addition to the response skills that are at the core of the course, participants will learn to assist in identifying vulnerabilities in their own local highway transportation systems so that organizations can pre-plan for incidents and minimize threats.

Flammable/combustible liquid transportation incidents, hazardous materials, their possible impact on a jurisdiction, and the necessary components of NIMS and the NRF to prioritize organizational immediate actions and response operations are all covered throughout the course.

#### Course Objectives

Identify the methods and materials of construction for highway and intermodal cargo tanks and containers; Review the hazards and appropriate response to an emergency associated with tractors powered by both conventional (diesel) and alternative fuels; Identify the packaging design, construction, and likely contents of non-bulk/bulk packaging as well as the appropriate response to a release; Identify various types of damage that a container can incur and evaluate the available options including uprighting, transfer, and containment; Determine the proper methods for vapor suppression during a flammable liquids release; Apply the knowledge gained in the course to successfully mitigate a simulated highway emergency.

Mitigation (253)

Prevent (173)

Protect (177)

Recover (192)

Respond (372)

# National Preparedness Course Catalog

PDF   Excel   Custom

Search: 

Course ID	Course Title	Provider	Delivery Type	Hours	Custom Catalog
AWR-111-W	Basic Emergency Medical Services (EMS) Concepts for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Events	TEEX	Online/Distance Learning	3.0	+
AWR-118	Biological Incidents Awareness	LSU	Mobile/Non-Resident	7.0	+
AWR-118-1	Biological Incidents Awareness, Train-the-Trainer	LSU	Mobile/Non-Resident	8.0	+
AWR-122	Law Enforcement Prevention and Deterrence of Terrorist Acts	LSU	Mobile/Non-Resident	14.0	+
AWR-122-1	Law Enforcement Prevention and Deterrence of Terrorist Acts, Train-the-Trainer	LSU	Mobile/Non-Resident	15.0	+
AWR-122-C	Law Enforcement Prevention and Deterrence of Terrorist Acts, Customized	LSU	Mobile/Non-Resident, Virtual	4.0	+
AWR-132	Understanding and Planning for School Bombing Incidents, Mobile	NMT	Mobile/Non-Resident, Virtual	4.0	+
AWR-132-W	Understanding and Planning for School Bomb Incidents, Web-Based	NMT	Online/Distance Learning	4.0	+
AWR-136	Essentials of Community Cyber Security	TEEX	Mobile/Non-Resident, Virtual	4.0	+
AWR-138-W	Network Assurance, Web-Based	TEEX	Online/Distance Learning	5.0	+



# FEMA

## Security and Emergency Response Training Center REPORTING INSTRUCTIONS for DHS/FEMA-Funded Participants TCS | HERS | LMSTI | HWMMDTST | AFFIRM

Pueblo/Chemical Army Depot | 45825 CO-96 | Pueblo CO 81006 | Phone: (719) 584-0584 | E: [sertc@aar.com](mailto:sertc@aar.com) | [www.sertc.org](http://www.sertc.org)

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### Location:

SERTC Residential Courses conducted at:

MxV Rail / Security and Emergency Response Training Center (SERTC)  
Pueblo/Chemical Army Depot  
45825 CO-96, Building 583, Pueblo, CO 81006

### Driving Directions:

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

[Click Here for Directions](#) from the Courtyard Marriott Pueblo Hotel to SERTC Student Parking at Pueblo/Chemical Army Depot

[Click Here](#) to check Colorado Road Conditions

### 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

Toll Free: (844) 247-0110 / Local Phone: (505) 768-7999

[firstrespond@RGTravel.com](mailto:firstrespond@RGTravel.com)

Office Hours: 8:30am – 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 MxV Rail/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 and rental agreements are booked under the student's name. Under no circumstances are the reservations or rental agreements 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 quest name if traveling with student. Reservations with quest 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 (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). MxV Rail/SERTC's contract with Enterprise specifies that MxV Rail 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. Any/all damage to the vehicle is the responsibility of the Participant (Renter).

## Airport Information:

- Denver International Airport (2-hour drive to Pueblo) is approximately 130 miles north 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](mailto: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](http://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](mailto: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 by Marriott Pueblo Downtown**

110 W. 1st Street / W City Center Drive

Pueblo, CO 81003

Phone: (719) 542-3200, Ext 0

(Do not select Marriott Reservations – participant must speak to Kristin or hotel front desk directly)

Direct Contact: Kristin Martinez, Director of Sales

Email: [kristin.martinez@galaxyhotelsgroup.com](mailto:kristin.martinez@galaxyhotelsgroup.com)

- ONLY if no other rooms are available at the Courtyard by Marriott Pueblo Downtown**, 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
<p>150 Santa Fe Ave Pueblo, CO 81003 Phone: (719) 546-1234 <i>(When making reservation, indicate room and tax must be placed under MxV Rail Direct Bill)</i></p>	<p>4711 N Elizabeth St. Pueblo, CO 81008 Phone: (719) 586-9000</p>

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:**

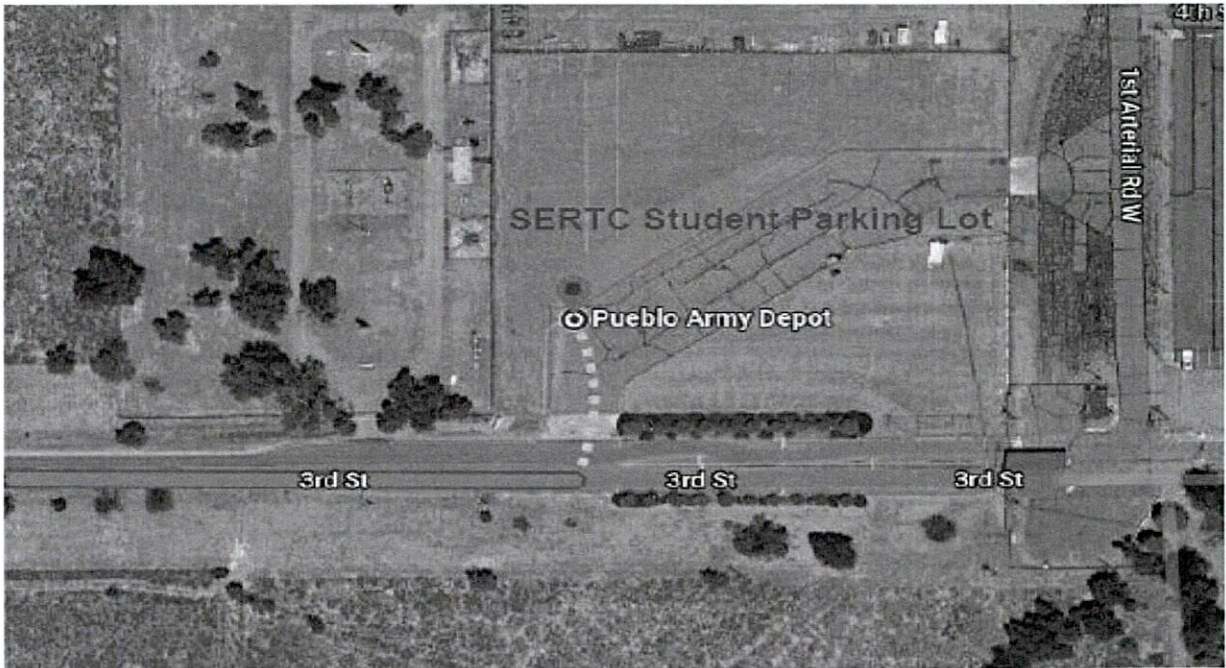
- Expenses for additional room nights outside the standard dates for class travel (personal travel), upgraded rooms, incidentals such as phone calls, room service, etc., are not included. Again, Participants must reserve hotel accommodations with a personal credit card; however, Participants will only 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 / Wildlife:**

Please abide by all posted speed limits during your travel from the hotel to SERTC. It is imperative that you follow all posted speed limits upon taking the exit toward the Pueblo/Chemical Army Depot. You are entering a U.S. Army base/chemical weapons storage site and it is patrolled by police and they are extremely strict and will not hesitate to ticket you for speeding. In addition, large wildlife is abundant and can be found close to the road/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 Pueblo hotel to the Pueblo/Chemical Army Depot student parking lot (15-25 miles or ~20 minutes) and must arrive no later than 0715. On-site shuttle vans leave the parking lot at 0730.



### Briefing & Security Measures:

- Federal Site Access Requirements** for MxV Rail/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 van 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.
- Pueblo Chemical Depot Security reserves the right to vet or search vehicles, students, and staff as necessary, based on threat levels, random access measures, and current intelligence.
- Weapons / Firearms / Alcohol / Marijuana prohibited on-site.
- Personal photography is prohibited.
- Cellphone use is prohibited while driving unless driver is parked or using hands-free device.
- Upon arrival at SERTC on the first day, Participants will be briefed on safety procedures.

## Class Schedules:

- TCS | HERS | LMSTI | AFFIRM (5-day, 40-hour) Courses scheduled Monday - Friday, 7:15am – 4:30pm
- HWMdTST (10-day, 80-hour) Course scheduled Monday - Friday, 7:15am – 4:30pm, no class on Sat / Sun

Note: Days & Times are subject to change due to inclement weather or emergency situations. Participants are notified as soon as possible should they be affected.

## Meals:

When staying at the Courtyard by Marriott Downtown Pueblo 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](mailto:sertc@aar.com) no later than two weeks prior to class start date. We will do our best to accommodate you. We recommend bringing healthy snacks if needed.

## 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 Pueblo 10-Day Weather Forecast.](#)

Participant should bring:

- Leather work gloves
- Safety-toed Boots are **Required** for all training courses. (ASTM F2413-11 specification covers minimum requirements for the performance of footwear to provide protection against a variety of workplace hazards that can potentially result in injury. It is not the intention of this specification to serve as a detailed manufacturing or purchasing specification but can be referenced to ensure that minimum performance requirements are met).
- 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
- **AFFIRM Participants ONLY:** Approved Structural Firefighter Protective Ensemble

SERTC will provide as necessary:

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

## Certificates:

To receive a Certificate of 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 [fristrespond@RGTravel.com](mailto:fristrespond@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 ensure that airline reservations have been canceled either through Rio Grande Travel, the 24-Hour Emergency Assistance Line, OR directly with the airline, prior to flight departure to receive a credit to be used for future travel. Do not wait until Monday morning to notify us that you had to cancel your trip and did not cancel your airline ticket!! In most cases, airlines will not reopen unused/uncanceled tickets, and all ticket value is lost. Future rescheduling will be at your own expense.
- b. The Participant must also contact SERTC Administration at (719) 584-0584 and send an email to [sertc@aar.com](mailto: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 \$35.00 processing fee.

**Rio Grande Travel**

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

[firstrespond@RGTravel.com](mailto: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 (Monday – Friday, 8:00am – 5:00pm MT).

**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 \$35.00 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](mailto: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. The Participant must ensure that airline reservations have been canceled either through Rio Grande Travel, the 24-Hour Emergency Assistance Line, OR directly with the airline, prior to flight departure to receive a credit to be used for future travel. Do not wait until Monday morning to notify us that you had to cancel your trip and did not cancel your airline ticket!! In most cases, airlines will not reopen unused/uncanceled tickets, and all ticket value is lost. Future rescheduling will be at your own expense. If ticket was canceled by Participant as described under Participant Request to Cancel, 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 \$35.00 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, MxV Rail/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 Participant's 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 & more 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 instead of 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 MxV Rail / SERTC 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 is also required for comparison. The airfare quote from Rio Grande Travel is required to be submitted with the Participant's travel claim. To request travel quote, visit: <http://www.rgtravel.com/corporate-travel/sertc> and submit a Travel Request with the statement, **REQUEST FOR TRAVEL QUOTE ONLY**, typed in the special request box on the travel agency's website. **NOTE: Airline Travel quotes for Colorado residents are not required for comparison.**
  - Colorado Residents Only: For a two-week course, Colorado-based Participants 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 Participant has questions, please see a SERTC Administrator for clarification.
  - If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300 thru 301, MxV Rail/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 instead of 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. For Participants attending a two-week course, vehicle is to be fueled up in Pueblo for the 2<sup>nd</sup> week of class during the weekend between the two-weeks of class. Purchasing fuel outside of Pueblo for trips for sightseeing, shopping, visiting neighboring cities/towns is not reimbursable.
  - Colorado Residents Only: For a two-week course, Colorado-based Participants returning home for the weekend between the two-weeks need to be sure and fuel up GOV vehicle in Pueblo for the 2<sup>nd</sup> week of class. Purchasing any fuel outside of Pueblo for trips for sightseeing, shopping, visiting neighboring cities/towns, to return home and back to Pueblo for class, is not reimbursable.
  - If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300 thru 301, MxV Rail/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. As previously noted, 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.

- 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. In addition, Participant is required to provide an employer/agency letter, email, or a copy of employer/agency's policy that states mileage (or fuel, whichever will be requested reimbursement for) would normally be reimbursed directly to an employee participating in out-of-state travel. The letter, email, or policy must also specify that the agency will **NOT** be reimbursing Participant directly for these costs for out-of-state travel. The letter, email, or agency policy from employer/agency dictates what Participant may be reimbursed for and what MxV Rail / SERTC can reimburse Participant for, specific to the training course.
- Colorado Residents Only: When receiving approval from SERTC to use a GOV for travel to class, Participant will be provided guidelines that directly pertain to the individual's situation as 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. If for some reason scheduling travel on an airplane is a fairer & more reasonable option, please contact SERTC Administration to discuss.
- c. If Participant meets all above requirements and GOV mileage is to be reimbursed directly to the Participant instead of fuel, actual mileage costs will be reimbursed in lieu of airfare cost only if the amount of GOV mileage is the lesser of the two, departing from either agency/department or Participant's home to the Pueblo hotel, mileage from the hotel to MxV Rail / SERTC daily, and the return from the hotel to the agency/department or Participant's home. Any personal travel outside normal training dates & times (e.g., outside trips for sightseeing, shopping, visiting neighboring cities/towns, returning home and back to Pueblo for class) 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 is also required for comparison if mileage or airfare costs are to be reimbursed. The airfare quote from Rio Grande Travel is required to be submitted with the Participant's travel claim. To request travel quote, visit: <http://www.rgtravel.com/corporate-travel/sertc> and submit a Travel Request with the statement, **REQUEST FOR TRAVEL QUOTE ONLY**, typed in the special request box on the travel agency's website. **NOTE:** Airline Travel quotes for Colorado residents are not required for comparison.
- Colorado Residents Only: For a two-week course, Colorado-based Participants 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 Participant has questions, please see a SERTC Administrator for clarification.
  - If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300-301, MxV Rail / 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.
  - If the agency/department policy dictates that the agency/department should be reimbursed directly for mileage (or airfare cost if the GOV mileage is the lesser of the two) instead of fuel, and the Participant is not to be reimbursed for this expense due to the vehicle not being owned by the Participant, then a separate Travel Reimbursement Form will need to be completed for the agency/department so MxV Rail / SERTC can issue the reimbursement directly to the agency/department. This is a rare occurrence, but if this is applicable, please contact SERTC Administration for discussion.
- d. If the Participant meets all above requirements and GOV fuel is to be reimbursed directly to the Participant instead of 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, purchasing fuel to return home and back to Pueblo for class) is not reimbursable and is **REQUIRED** to be deducted from total fuel submitted by the Participant. For Participants attending the two-week, 80-Hr HWMĐTST course, vehicle is to be fueled up in Pueblo for the 2<sup>nd</sup> week of class during the weekend between the two-weeks of class. Purchasing fuel outside of Pueblo for trips for sightseeing, shopping, visiting neighboring cities/towns, or returning home and back to Pueblo for class, is not reimbursable.
- Colorado Residents Only: For a two-week course, Colorado-based Participants returning home for the weekend between the two-weeks need to be sure and fuel up GOV vehicle in Pueblo for the 2<sup>nd</sup> week of class. Purchasing any fuel outside of Pueblo for trips for sightseeing, shopping, visiting neighboring cities/towns, to return home and back to Pueblo for class, is not reimbursable.
  - If Participant does not qualify for reimbursement under section §301-11.1, in accordance with sections 301-11.300-301, MxV Rail/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.
  - If the agency/department policy dictates that the agency/department should be reimbursed directly for fuel costs based on original fuel receipts instead of mileage, and the Participant is not to be reimbursed for these expenses, then a

separate Travel Reimbursement Form will need to be completed for the agency/department so MxV Rail / SERTC can issue the reimbursement directly to the agency/department. This situation would come into play if the agency/department provided a Participant with a pre-paid travel card or a company card to charge all expenses. If this is applicable, please contact SERTC Administration for discussion.

- e. As previously noted, 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.htallc.com](http://www.htallc.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)

**Note:** Should Toll Road Invoices be received after Travel Reimbursement Form already submitted, contact SERTC Administration for approval to submit paid receipt for reimbursement.

#### 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:
  - TCS | HERS | LMSTI | HWMDTST – reimbursed up to a maximum of \$80 per round trip
  - AFFIRM – reimbursed up to a maximum of \$180 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 MxV Rail/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. MxV Rail/SERTC is not responsible for credit card fees or late fees for these purchases.

**Have a Great Training Experience!**