

Reimbursement for the TEEX Training for Cat Teams

The training being made available to you is being funded by a federal training grant that was awarded to the City of Minneapolis. They have been willing to extend the training to the CAT Teams in Minnesota in order to advance the preparedness of all of us should the need arise when our assets are needed.

All the organizations taking advantage of this program will have to cover some up-front costs and then bill the city of Minneapolis for actual cost occurred. This program has been tested with other trainings in Minneapolis and reimbursing other jurisdictions and has worked out well.

Airfare

The class is being held at Brayton Fire Field in College Station Texas. We ask that each jurisdiction make reservations with an air carrier to get their people to College Station Texas. Send Minneapolis a copy of the coach ticket to that location. This will probably involve switching of planes as the airport at College Station is served from Dallas and or Houston. Travel days are Sunday of the week of the class and Saturday of the same week.

Per Diem

Minneapolis will reimburse the jurisdiction at a per diem (hotel, food, bus, incidentals) rate of \$149.00 per day for each individual student in the program. Arrangements have been made to house all students at the Marriott Town Place. The cost is the federal rate of \$93.00 per night and with tax comes to \$106.95. This is covered in the per diem payment. The hotel should be contacted by the jurisdiction to make arrangements for payment at 1-979-260-8500 ext. 621. Tell the Marriott you are part of the "TEEX Minnesota Block" for the week of the class.

Hotel

As mentioned above the arrangements have been made with the Marriott and you should call them and make arrangements for payment. The room includes a hot breakfast each day of the stay and two evening meals. The Marriott will provide transportation from the College Station Airport to the hotel and from the hotel to the airport.

Class

All class costs, materials, and instructor fees have been made and are being handled by a central billing to Minneapolis -- nothing for you to reimburse here.

Bus

A bus will pick you up at the hotel and take you to Brayton and back each day. The cost for the week is \$42.00 which you will need to pay Monday morning for the full week. It is reimbursable.

7:00 am -- Pickup from the Town Place Suites Hotel, located at 1300 University Drive East and take to Brayton Fire Field, Bldg. #112 in College Station. At 5:00 pm the bus will pick up the group at Bldg. #112 and return group to Town Place Suites.

OT/Backfill

Overtime and Backfill are reimbursable for full-time departments at the rate used by your agency. Payroll documentation of the use of OT/Backfill needs to be provided to Diana Roman, contact information below.

Reimbursement

Each organization should submit an itemized bill on official letterhead of all the expenses listed above that they are requesting reimbursement for, including backfill and overtime for those that qualify. That invoice should be sent by April 22, 2013, to:

Ms. Diana Roman

Minneapolis EM

25-37th Ave. NE

Mpls. Minn. 55421

Phone: 612-673-2787

Email: diana.roman@minneapolismn.gov
