

Checklist: Checking Administrative Matters

Before you travel you may need to check with your agency's administrative office. Some pay, travel, and reimbursement rules may be modified for disaster deployments.

Find out about:	Check When Done
<ul style="list-style-type: none"> ▪ Reporting time and attendance while deployed, including format/forms required, reporting timeframe, required approval, and submission procedures. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Limitations or approval(s) for overtime and special pay status. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Reimbursement amounts for lodging and per diem, including format/forms required, reporting timeframe, required approval, and submission procedures. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Availability of hotel rooms. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ How transportation costs will be reimbursed, including format/forms required, reporting timeframe, required approval, and submission procedures. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Availability of rental cars, and authorization for/restrictions (if any) on rental. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Receipts and recordkeeping requirements. 	<input type="checkbox"/>