Texas Division of Emergency Management
State Administrative Agency

TDEM – SAA Information Bulletin
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To: All Texas State Homeland Security Grant Program Points of Contact

From: Jack Colley
Assistant Director / Chief, Texas Division of Emergency Management

Subject: Grant Funded Out-Of-State Travel

This bulletin alters the approval process for an out-of-state travel request.

Effective immediately, sub-grantees must provide documentation or letter signed by their Chief Elected Official authorizing them to travel out-of-state. (If signed by someone other than the elected official, please attach the document which authorizes that person to sign.) This documentation must be uploaded and attached to the expenditure request in SPARS before the expenditure will be approved. There will be no letter from Chief Colley authorizing the travel.

The following information should be provided within the documentation:

Who is traveling (either name(s) or number of people if you don't know)
Reason for travel

Where (City and State)

When (provide the travel dates)

Grant Information (grant and grant year)

If you have any additional questions, please feel free to contact the Texas Division of Emergency Management (TDEM)/State Administrative Agency (SAA) by e-mail at SAA@txdps.state.tx.us or by fax at (512) 206-3137.