Post-Disaster Reconnaissance Travel: Volunteer Reimbursement Guidelines
(approved by the SEAW Disaster Preparedness and Response Committee, December 16, 2014)

The following are general guidelines for reimbursement of expenses for SEAW-sponsored task forces in response to a disaster. The disaster would typically be the result of an earthquake, wind, or flood event within or outside of the United States. The response could be a reconnaissance effort or a need for building damage assessments under ATC-20 or ATC-45. The below are general guidelines only; deviations may be required if circumstances warrant.

After the disaster the SEAW Disaster Preparedness and Response Committee (DPRC), Earthquake Engineering Committee (EEC), and/or the Wind Engineering Committee (WEC), State Board, and others as appropriate would select an individual to lead the effort. This individual would then assemble a team for the response.

Team members should be SEAW members. The following qualifications should be considered when assembling a team:

- Membership in SEAW
- Active SEAW member, including participation in SEAW committees and other activities
- Experience
- Knowledge of disaster region, including language skills
- Physically and mentally able to be effective in a post-disaster environment
- No conflicts of interest
- Able to supply own personal effects and equipment
- Able to participate on own time and at own risk

Response to a disaster under SEAW is a volunteer effort. SEAW does not intend to impose a monetary hardship on volunteers; however, volunteers should consider their own and their firm’s ability to pay a portion or all of their expenses before requesting reimbursement from SEAW.

To qualify for reimbursement the following should be considered:

- SEAW Member in good standing (dues paid)
- Volunteer time and participation in SEAW and other professional activities, including SEAW board and committee work
- Ability to commit entire time with SEAW effort (i.e. depart and return with entire team versus departing later or returning earlier than remainder of team)
- Monetary need

Reimbursement may be for the following items:

- Travel Expenses
  - Air Travel
  - Ground transportation including taxi
  - Parking
- Specialized equipment or supplies not normally required for engineering field work. Expenses must be pre-approved by team leader and SEAW. Examples may include:
• Radiation monitors
• Personal Protective Equipment (PPE's) beyond hardhat, safety vest, gloves, steel toed boots, safety glasses, dust masks
• Reasonable Lodging expenses
• Food
• Technical journals acquired for developing post travel reports and presentations. Prior approval by team leader is required.
• Translators
• Advances for expenses may be made in extenuating circumstances with approval from the group leader and the SEAW State board

The following are not reimbursable by SEAW:

• Any salary or other compensation forfeited due to the volunteer effort
• Upgraded airfare
• Extravagant food or lodging

Adequate documentation must accompany reimbursement requests.

The following must approve reimbursement:

• Group lead
• SEAW State Board

Individuals representing SEAW on Reconnaissance Trips and receiving reimbursement are expected to assist in the preparation of reports and/or presentations of findings for the SEAW membership and members of other organizations. Any revenue from these efforts shall be donated to the SEAW DPRC.