



TJCTC Travel Reimbursement Form

Thank you for being a guest speaker, TJCTC faculty member, and/or a TJCTC committee member! To receive reimbursement for your travel expenses, please complete the following form and return it to TJCTC along with any required documentation. Travel reimbursements must be submitted to TJCTC no later than 30 days after travel to be reimbursed.

Your contact regarding travel reimbursements is TJCTC accountant, Sonya Rahrovi. If you have any questions regarding the policies listed below or their application to a specific situation, please contact Ms. Rahrovi prior to incurring any expenses.

Sonya Rahrovi - sr41@txstate.edu; 512-347-9927, ext. 209

Traveler Information (Required)

It is required that you complete this entire section.

Name: _____

Phone Number: _____

Email Address: _____

Headquarters Address: _____

City: _____ Zip Code: _____

Event Address: _____

City: _____ Zip Code: _____

Date & Time Leaving Headquarters: _____

Date & Time Returning to Headquarters: _____

Transportation

Taxi/Rideshares

- This section includes taxis, buses, and rideshares such as Lyft and Uber.
- Paid receipt with proof of payment required.
- TJCTC will reimburse tips up to 20% of the ride fare.

Date: _____ Amount: \$ _____

Departed From: _____

Arrived At: _____

Date: _____ Amount: \$ _____

Departed From: _____

Arrived At: _____

Date: _____ Amount: \$ _____

Departed From: _____

Arrived At: _____

Date: _____ Amount: \$ _____

Departed From: _____

Arrived At: _____

Total Taxi/Rideshare Amount: \$ _____

Personal Car Mileage

- Map with point-to-point documentation required.
- Mileage between destinations must be calculated using a mapping website, such as Google Maps, MapQuest, etc.
- The map must show the city and state of the destination points and the number of miles.
- Mileage may not be calculated using a vehicle odometer.
- The rate of reimbursement is \$0.655/mile. This is set by the grant conditions.
- The number of reimbursable miles may not exceed the number of the most cost-effective, reasonably safe route. In determining the most cost-effective, reasonably safe route, you may consider the route that provides the shortest distance, the quickest drive time, or the safest road conditions.
- The maximum amount of mileage allowable when traveling between headquarters and destination is the lesser distance between the destination and the claimant's residence or headquarters.
- Mileage to and from a claimant's residence or designated headquarters and an airport are reimbursable. The maximum amount of mileage allowable is the lesser distance between an airport and the claimant's residence or designated headquarters.

From: _____

To: _____

Number of Miles: _____ x \$0.655/mile = \$ _____

From: _____

To: _____

Number of Miles: _____ x \$0.655/mile = \$ _____

Total Mileage Amount: \$ _____

Airfare

- Paid receipt with proof of payment required.
- TJCTC cannot reimburse the following:
 - Flight insurance
 - Early bird check-in
 - Preferred seating
- If the flight is paid for by airline credit, you must provide proof of purchase of the original ticket.

Total Airfare Amount: \$ _____

Baggage Fees

- Paid receipt with proof of payment required.
- Only one checked bag per way can be reimbursed.

Total Baggage Amount: \$ _____

Parking

- Original receipt with proof of payment required. If no receipt is available, a credit card statement with unnecessary information redacted can be submitted.
- Self-park fees are always reimbursable. Valet parking is only reimbursable if it is the only option available at the location or traveler is handicapped.

Airport Parking Amount: \$ _____

Hotel Parking Amount: \$ _____

Total Parking Amount: \$ _____

Tolls

- Original paid receipt required.

Total Tolls Amount: \$ _____

Car Rental

- Original receipt with proof of payment required.
- The car rental cost must have been paid to a car rental company. Please do not use travel agencies such as Travelocity or Expedia.
- Fuel and taxes for which the traveler is not legally exempt are reimbursable.
- The following costs are not reimbursable:
 - Liability Insurance
 - Supplements
 - Personal Accident Insurance (PAI)
 - Safe Trip Insurance
 - Personal Effect Protection
 - Frequent Flyer (FFN)
 - Roadside Assistance (RSD, TST)
 - Toll Pass Optional Fee (TLSVC)
 - Pre-paid Fuel Option

Total Car Rental Amount: \$ _____

Fuel

- Original receipt with proof of payment required. If a receipt is not available, a credit card statement with unnecessary information redacted will be accepted.
- Fuel is only reimbursable if the claimant drove a rental car. If claimant drove a personal vehicle, please go back up to the Mileage section. Fuel cost must be paid to a gas station.

Total Fuel Amount: \$ _____

Other

- This section is provided in the rare case that you have a miscellaneous expense that does not fit in one of the categories listed above.
- Paid receipt with proof of purchase required.

Total Other Amount: \$ _____

Transportation Total

Please add the amounts from all categories within the Transportation section here.

Transportation Total Amount: \$ _____

Meals

- Receipts are **not** required.
- Reimbursements are for actual expenses, not to exceed \$41.00/day, excluding tips, alcohol, delivery, and room service fees.
- You must stay overnight in the hotel while you are volunteering at an event to be reimbursed for meals. The IRS defines meals as a non-essential cost if you are staying at your home.

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

Date: _____ Amount: \$ _____

Total Meal Amount: \$ _____

Total Reimbursement

Please add the total amounts from the Transportation and Meals Sections here:

\$ _____

By signing this form, I, the Claimant, certify (a) that the above is true and accurate, (b) that dual compensation is not involved for travel or subsistence, and (c) that all compensation is related to TJCTC functions.

Signature: _____ Date: _____

Approval by TJCTC:

Signature _____ Date: _____