

Travel Reimbursement Form

Texas Justice Court Training Center

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Thank you for being a guest speaker, TJCTC faculty member, and/or a TJCTC committee member! Please complete the following reimbursement form and return it to the TJCTC office along with any required documentation. Travel reimbursements must be submitted to TJCTC within 60 days of travel to be reimbursed. TJCTC is unable to reimburse after this deadline, per university policy.

Your contact regarding travel reimbursements is TJCTC accountant, Laura Villarreal. If you have any questions concerning the policies listed below or their application to a particular situation, please contact Mrs. Villarreal prior to incurring any expenses.

Laura Villarreal

512-408-2365

LV13@txstate.edu

Section 1. Required Information

Name _____

Phone Number _____ Email Address _____

Event _____

Date & Time Leaving Headquarters _____

Date & Time Returning to Headquarters _____

Destination Address _____

City _____ TX Zip Code _____

Headquarters Address _____

City _____ TX Zip Code _____

Please refer to the policies at the end of this document for information regarding what expenses are reimbursable or non-reimbursable, as well as what documentation is required for reimbursement.

Section 2. Transportation

Taxi Fares:

Departed From _____

Arrived At _____

Date _____ Cost _____

Departed From _____

Arrived At _____

Date _____ Cost _____

Total Taxi Fare _____

Airfare:

Total Airfare _____

Personal Car Mileage:

From _____ To _____

Number of Miles _____

From _____ To _____

Number of Miles _____

Total Miles _____ x \$0.655/mile = Total Mileage _____

Parking:

Airport Parking _____

Hotel Parking _____

Total Parking _____

Other

Car Rental _____ Fuel for Rental Car _____

Tolls _____

Total Other _____

TOTAL TRANSPORTATION _____

Section 3. Lodging

Room Cost _____ Taxes _____

TOTAL LODGING _____

Section 4. Meals (Maximum of \$41/day)

Date							
Cost							

TOTAL MEALS _____

TOTAL REIMBURSEMENT

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 Training Center functions.

Signature _____

Date _____

Mail or email the signed form with all documentation within 60 days of travel to TJCTC.

Approval by TJCTC

Signature _____

Date _____

Travel Reimbursement Policies

Transportation

Taxi Fares:

- Actual Paid Receipt Required.
- Taxi Fares include taxis, buses, and ride shares like Lyft and Uber.
- TJCTC will reimburse tips up to 20% of the ride fare.

Airfare:

- Original Paid Receipt or Receipt with Payment Validation Required.
- TJCTC is unable to reimburse flight insurance, early bird check-in, preferred seating, and more than one checked bag each way.
- If the flight is paid by a credit, additional documentation is required. The university requires proof of the original ticket's purchase.

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.
- Map must show, at a minimum, 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.
- 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, TJCTC 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 residence and duty point is the lesser of the distance between duty point 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 of the distance between an airport and the claimant's residence or designated headquarters.

Parking:

- Original Receipt Required.
- Actual cost is reimbursed.
- Self- Park is reimbursable. Valet parking is not reimbursable unless it is the only option at the location.

Car Rental:

- Original receipt required.
- The car rental cost must have been paid to a car rental company.
- Fuel and taxes for which the traveler is not legally exempt are reimbursable.

- The following costs are non-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

Fuel:

- Original receipt required.
- If receipt is not available, claimant can provide proof from credit card statement.

Tolls:

- Original paid receipt is required.

Lodging

- Paid Receipt Required.
- Lodging will be direct billed at TJCTC seminars.
- Reimbursement is not available at non-training center seminars.
- Incidental expenses (phone calls, movies, etc.) are non-reimbursable.

Meals

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

By signing the travel reimbursement, claimant certifies that:

- The expense was true and accurate
- There was no dual compensation
- Compensation claims are related to TJCTC functions.