Travel Reimbursement Form

Texas Justice Court Training Center
1701 Directors Blvd, Suite 530, Austin, TX 78744 • 512-347-9927 • tjctcoffice@txstate.edu

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 and grant conditions.

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	AM / PM
Date & Time Returning to Headquarter	AM / PM
Destination Address	
City / State / Zip	
Headquarters Address	
City / State / Zip	

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 / Rideshare	Departed From	Arrived At	Date	Cost
1				$
2				$
3				$

Total Taxi Fare: $0

Airfare	Amount
Original Paid Receipt / Payment Validation Attached	$

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Car Mileage	From	To	Miles
1			
2			
3			

Total Miles: 0 × $0.655/mile = **Total Mileage:** $ $ 0.00

Parking	Amount
Airport Parking	$
Hotel Parking	$
Other Parking	$

Other Transportation	Amount
Car Rental	$
Fuel for Rental Car	$
Tolls	$

TOTAL TRANSPORTATION: $ 0

Section 3. Lodging

Room Cost	Taxes	TOTAL LODGING
$	$	$ 0

Section 4. Meals – Approved Per-Diem

Meal per-diem breakdown: Breakfast $9.00 • Lunch $13.00 • Dinner $19.00 • **Full Day $41.00**.

Meal receipts are not required for the approved per-diem. If you ate a meal provided by TJCTC/event organizers, do not claim that meal.

Day/Date	Breakfast $9	Lunch $13	Dinner $19	Daily Amount
Sunday	☐	☐	☐	0
Monday	☐	☐	☐	0
Tuesday	☐	☐	☐	0
Wednesday	☐	☐	☐	0
Thursday	☐	☐	☐	0
Friday	☐	☐	☐	0
Saturday	☐	☐	☐	0
TOTAL				0

Meal Per-Diem Certification	
I certify that reimbursement for meals is used exclusively for meals and not for other purposes.	○

TOTAL MEALS: $ 0

TOTAL REIMBURSEMENT: $ 0

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 required documentation within 30 days of travel to TJCTC.

Approval by TJCTC

Signature _____ Date _____

Lodging & Meals Policies

Transportation – Taxi Fares

- Actual paid receipt required.
- Taxi fares include taxis, buses, and ride shares such as 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 must be calculated using a mapping website such as Google Maps or MapQuest.
- Mileage may not be calculated using a vehicle odometer.
- Reimbursement rate is $0.655/mile.
- Reimbursable mileage may not exceed the most cost-effective, reasonably safe route.

Parking / Car Rental / Fuel / Tolls

- Original receipt required where applicable.
- Self-park is reimbursable; valet is not unless it is the only option.
- Rental fuel and legally applicable taxes are reimbursable.
- Fuel receipt is required; if unavailable, proof of a credit card statement may be provided.
- Original paid toll 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 such as phone calls and movies are non-reimbursable.

Lodging & Meals Policies

Meals – Approved Per-Diem

- Meal receipts are not required when using the approved per-diem process.
- Full-day meal per-diem is capped at $41.00 and may be set lower by TJCTC.
- Breakdowns used on this form: Breakfast $9.00, Lunch $13.00, Dinner $19.00.

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.

Revised October 2026