

**LIMITED TRAVEL REIMBURSEMENT FUNDS ARE AVAILABLE.
REQUESTS WILL BE CONSIDERED ON A FIRST COME, FIRST SERVED BASIS.**

Texas schools located less than 60 miles from the event address can receive reimbursement for transportation up to \$100 per school.

Texas schools located more than 60 miles from the event address can receive reimbursement for transportation and hotel on November 9th and/or 10th, up to \$1000 per school.

Out of state schools can receive reimbursement for transportation and hotel on November 9th and/or 10th, up to \$1500 per school.

All documentation for reimbursement is due no later than December 15, 2023.

Reimbursements will only be provided to schools whose peer educators (i.e., students) attend the Summit. Advisors who attend without students will not be eligible for reimbursement.

Items eligible for reimbursement include:

- Transportation
 - Airfare
 - Bus Fare
 - Train Fare
 - Rental car and fuel for rental car
 - Uber/Lyft/Taxi (tips are not reimbursable)
 - Parking
 - Personal vehicle
 - Reimbursed based on mileage, currently averaging 65.5 cents per mile, which covers gasoline.
 - Must provide the physical school address of the beginning and ending location.
- Hotel room (Allowed only if distance travelled is greater than 60 miles to the event)
 - Maximum reimbursement is **\$143.00 per room per night + taxes.**

ORIGINAL ITEMIZED RECEIPTS ARE MANDATORY FOR REIMBURSEMENT

Receipts (for all travel categories) must show amount paid and include the name & address of the vendor.

We do not recommend using online travel booking options (such as Priceline.com) as these vendors typically do not itemize costs. Receipts must be itemized per person per charge (i.e., car rental needs to be listed separately from hotel costs, on a per-person basis and taxes and additional fees must be clearly noted).

TO REQUEST REIMBURSEMENT FOLLOWING THE EVENT, PLEASE SUBMIT:

1. Completed **Travel Reimbursement Request worksheet** (provided) for each person requesting reimbursement.
2. Original **itemized receipts** for which you are requesting reimbursement. **Print entire email receipts with itemized costs.**
3. Completed & signed **W-9** (provided) for anyone being reimbursed:
 - **Individual/Company/Entity Legal Name:** Traveler's LEGAL name
 - **SSN – Individual/Sole Proprietor:** Traveler's Social Security number
 - **Vendor Type:** Check "Individual/Sole proprietor" box
 - **Vendor/Individual Remit to Address:** Traveler's home mailing address
 - **Direct Deposit Setup Information:** OPTIONAL
 - **Print Name:** Traveler's LEGAL name
 - **Signature & Date**
4. Submit **ALL** items via email to **Anna Hernandez:** a-hernandez@tti.tamu.edu

Reimbursements cannot be processed until ALL paperwork is received. Checks will be issued in the traveler's name and mailed to the "remit to" address indicated on the W-9 unless direct deposit information is provided.

5. Reimbursements can be expected in 4-6 weeks. Please retain all receipts until payment has been received.

TRAVEL REIMBURSEMENT REQUEST

**PLEASE EMAIL TRAVEL REIMBURSEMENT REQUEST,
COMPLETED & SIGNED W-9, AND ORIGINAL ITEMIZED RECEIPTS TO:**

ANNA HERNANDEZ - a-hernandez@tti.tamu.edu

All documentation is **due no later than December 15, 2023**

First & Last Name (of person seeking reimbursement):

Mailing Address (of person seeking reimbursement):

ALLOWABLE EXPENSE TYPES	AMOUNT
TRANSPORTATION	
Air Fare	
Bus Fare	
Train Fare	
Rental Car	
Fuel for Rental Car	
Uber/Lyft/Taxi – tips are NOT reimbursable	
Parking	
Personal Vehicle Mileage (reimbursed at \$0.655/mile) – please provide departure address: <i>*Mileage will be calculated using State of Texas mileage calculator and may vary slightly from odometer reading provided</i>	
ADDRESS:	
HOTEL	
Room Cost – not to exceed \$143 per night per room	
Hotel Taxes	
If requesting reimbursement for multiple rooms, please list names of individuals for each room:	
TOTAL REQUESTED REIMBURSEMENT:	