Youth Transportation SAFETY PROGRAM

2026 Georgia Youth Transportation Safety Summit

TRAVEL REIMBURSEMENT GUIDELINES

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

Event Location Address: Georgia Southern University, Statesboro, 950 I.T. Dr., Statesboro, GA 30458

Travel reimbursement funds are available for students and chaperones from schools. Please limit students to 10. **Note: Travel reimbursement is per school team, not student.*

Schools located less than 60 miles: Schools located less than 60 miles from the event address will receive reimbursements for mileage up to $100 per school.

Schools more than 60 miles: Schools located more than 60 miles from the event address will receive reimbursements for transportation and hotel-lodging on September 17, 2026, up to $750 per school. **Note: bringing multiple students will likely cost more than available reimbursement funds. Please see "Example of Cost Estimates" on the 3rd page of this document.*

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

All documentation for reimbursement is due no later than **October 1, 2026.**

Travel-related expenses eligible for reimbursement include:

- Transportation
  - Airfare
  - Bus Fare
  - Train Fare
  - Rental car and fuel for rental car
  - Uber/Lyft/Taxi (*Uber Cash & tips are not reimbursable*)
  - Parking
  - Personal Vehicle Mileage
    - Reimbursed based on mileage; Currently averaging .76 cents per mile, which covers gasoline.
      - Must provide the physical departure address.
- Hotel-lodging at $110 a night (*allowed only if the distance travelled is greater than 60 miles from the event location*)
  - Please refer to the U.S. General Services Administration (GSA) site for the maximum hotel lodging reimbursement rate, per night (https://www.gsa.gov/travel?gsaredirect=travel-resources).

Due to funding, meals are not eligible for reimbursement. Breakfast, snacks, and lunch will be provided during the Summit.

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<u>ORIGINAL ITEMIZED RECEIPTS ARE MANDATORY FOR REIMBURSEMENT</u>

Receipts must illustrate the amount paid and include the name and address of the vendor.

We do not recommend using online travel booking sites (such as Priceline.com) as these vendors typically do not itemize costs. Receipts must be itemized per person per charge.

TO REQUEST REIMBURSEMENT FOLLOWING THE EVENT, PLEASE SUBMIT:

1. Completed **Travel Reimbursement Request Form** (provided) for each person/entity requesting reimbursement.

2. Original **itemized receipts** for all travel-related expenses you are requesting reimbursement for. <u>Print/send entire email receipts with itemized costs.</u>

3. Completed & signed **W-9** (provided) for payee requesting reimbursement:

   - **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** documents via email to **Anna Hernandez:** **a-hernandez@tti.tamu.edu**

*Note: **This process can take about a month after all required documents have been received, verified, and submitted.** A check will be made out to the traveler's name and mailed to the "remit to" address indicated on the W-9.

PLEASE KEEP & SUBMIT ALL ORIGINAL ITEMIZED RECEIPTS FOR A QUICK PROCESS.

It is recommended that you do not use Priceline.com or similar online travel booking options to schedule your trip. These vendors typically do not itemize costs. ***We must have receipts that are itemized per person per charge*** *(i.e., car rental needs to be listed separately from hotel costs, on a per-*

person basis and items like taxes and additional fees must be clearly noted).

EXAMPLE OF COST ESTIMATES

Expenses for 4 attendees from Fulton County ~208 miles (not exact amounts):	Expenses for 4 attendees from Chatham County ~55 miles (not exact amounts):
Teacher/ Sponsor: • $440.00 Hotel Room ($110 x 4) • $17.10 Hotel Taxes (11% tax + $5.00 flat fee) • $180.00 Car Rental • $56.00 Gas	Teacher/ Sponsor: • Roundtrip $83.60 Personal Vehicle Mileage Reimbursement
TOTAL: $693.10	**TOTAL: $83.60**

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PLEASE EMAIL THIS FORM, COMPLETED & SIGNED W-9, & ORIGINAL ITEMIZED RECEIPTS TO: ANNA HERNANDEZ - a-hernandez@tti.tamu.edu

All documentation is due no later than October 1, 2026.

First & Last Name + Organization/School Name (of individual seeking reimbursement):	
Mailing Address (of individual seeking reimbursement):	

ALLOWABLE EXPENSE TYPES	AMOUNT
TRANSPORTATION	
Air Fare	
Bus Fare	
Train Fare	
Rental Car	
Fuel for Rental Car	
Uber/Lyft/Taxi – *Uber Cash & tips are not eligible for reimbursement*	
Parking	
Personal Vehicle Mileage (reimbursed at $0.725/mile) **– please provide physical departure & return address:**	
HOTEL	
Room Cost – not to exceed GSA Daily lodging rate	
Hotel Taxes	
If requesting reimbursement for multiple rooms, please list the names of individuals per room:	
TOTAL REIMBURSEMENT REQUESTED:	