

TEXAS MUNICIPAL COURTS EDUCATION CENTER
1609 Shoal Creek, Suite 302 · Austin, Texas 78701 · 512/320-8274 · 800/252-3718

TRAVEL EXPENSE INFORMATION

NAME _____ EMAIL _____
 ADDRESS _____
 CITY _____ ZIP _____
 PHONE _____ FAX _____
 PURPOSE OF TRAVEL _____
 Date Departed _____ Time _____ Date Returned to HQ _____ Time _____

MEALS * (Receipts are required. Meals must be itemized for breakfast, lunch, and dinner. \$36 maximum per day - tips & alcohol not reimbursable; no reimbursement for meals that are provided by TMCEC)

DATE	BREAKFAST	LUNCH	DINNER	SUBTOTAL MEALS
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
				TOTAL OF MEALS: \$ _____

LODGING * (Receipts required: \$85 maximum per day)

DATE		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		TOTAL LODGING: \$ _____

TRANSPORTATION *

PERSONAL CAR	From: _____ To: _____	Mileage	Amount
(Mileage must be calculated through http://maps.google.com/ or http://www.mapquest.com/ with a copy of GoogleMaps or Mapquest documentation attached)	From: _____ To: _____	_____	\$ _____
		TOTAL	\$ _____
		x 45¢ per mile =	\$ _____

COMMERCIAL AIRLINE (Receipt required)

From: _____ To: _____	\$ _____
From: _____ To: _____	\$ _____

CAR RENTAL * (Prior approval of Executive Director required; attach rental and gas receipts)

or TAXI * (Receipts required)	From: _____ To: _____	\$ _____
	From: _____ To: _____	\$ _____
		SUBTOTAL OF TRANSPORTATION: \$ _____

OTHER EXPENSES *

PARKING (Receipts required) Airport Other -- Describe _____ \$ _____
 OTHER EXPENSES (Attach receipts and describe) _____ \$ _____

GRAND TOTAL: \$ _____

CERTIFICATION

I CERTIFY THAT THE ABOVE DESCRIBED EXPENSE ACCOUNT DOES NOT INCLUDE AN ALCOHOLIC BEVERAGE OR GRATUITY AND IS TRUE, CORRECT, UNPAID AND THAT DUAL COMPENSATION IS NOT INVOLVED IN THE ABOVE CLAIM.

 (Signature) (Date)

INSTRUCTIONS: Please complete and attach all pages of requested printouts and receipts. **Mail original** to the TEXAS MUNICIPAL COURTS EDUCATION CENTER at the above address within 60 days from date of travel.

*** See Reverse**

WHAT IS AND IS NOT REIMBURSABLE AND OTHER INFORMATION

1. **AIR TRAVEL:** Air travel will be on a coach/economy basis. TMCEC is unable to reimburse for frequent flyer, rapid rewards, or other free or complimentary flight ticket. Agent fees or service fees on air travel are not reimbursable. Change or cancellation fees are not reimbursable unless due to unavoidable situations and/or emergencies and with the prior approval of the TMCEC Executive Director.
2. **AUTOMOBILE:** Any auto rental must be approved by the TMCEC Executive Director or TMCA President prior to rental. Mileage is reimbursable only from the claimant's designated headquarters to duty point.
3. **MEALS:**
 - a. In order to claim meals, you must be away from your home base for six hours.
 - b. Meals will not be reimbursed in excess of \$36.00 per day.
 - c. No reimbursement for meals that are provided by TMCEC.
 - d. Expenses related to acquiring meals. The TMCEC Board's policy on telephone calls and/or taxis to acquire a meal are allowable expenses as long as the total expense (meals + telephone + taxi) does not exceed the state limit of \$36 a day.
 - e. **Receipts are required.** Actual cost of meal must be shown. For example:

DATE	BREAKFAST	LUNCH	DINNER	MEALS
<u>5/2/07</u>	\$ <u> </u>	\$ <u> </u>	\$ <u>15.10</u>	\$ <u>15.10</u>
<u>5/3/07</u>	\$ <u> </u>	\$ <u>4.32</u>	\$ <u> </u>	\$ <u>4.32</u>
<u>5 /4/07</u>	\$ <u> </u>	\$ <u>15.40</u>	\$ <u>25.30</u>	\$ <u>36.00</u>
<u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
TOTAL OF MEALS:				\$ <u> </u>

4. **LODGING:** Lodging within Texas is at prevailing government rate. Out-of-state lodging is at that state's or city's prevailing rate of per diem. Government rates for rooms should always be requested. Reimbursement will be made for actual expenses of a single accommodation up to allowable rate. Supporting documentation is required for lodging.
5. **TIPS:** Tips are not considered service charges and are not reimbursable.
6. **RECREATION:** Entertainment expenses are not allowed.
7. **TAXI FARES:** Taxis are not to be used unless no other less expensive means of travel is reasonably available. Please check to see if there is a complimentary hotel shuttle. Taxi fares only allowable if no restaurant service in hotel or within walking distance.
8. **OTHER:** TMCEC business-related phone calls, parking and tolls are examples of allowable miscellaneous items. Tips, bar charges, laundry charges, and personal telephone calls are examples of unallowable items. Please clear these from your hotel bill before check-out if you are on the TMCEC/TMCA master account.