



TEXAS MUNICIPAL COURTS EDUCATION CENTER

Rules of Reimbursement

1. Basic Information

- a. Fill out form completely. The address you list will be the address your check will be mailed to.
- b. Fill out your GSA Locality to determine the GSA meal rates.
- c. Mail, e-mail, or fax a **signed** reimbursement form with applicable documentation.
 - i. TMCEC, 2210 Hancock Drive, Austin TX 78756
 - ii. Deadra Stark at stark@tmcec.com
 - iii. Fax: 512-435-6118
- d. Reimbursement requests are DUE within 60 days from your date of travel.

2. 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 the GSA locality rate found on the reimbursement form.
- c. Meal receipts ARE required.
- d. No reimbursement of tips, alcohol, or meals provided by TMCEC.
- e. No reimbursement for meals eaten in your city (in most cases). If you return home at 3:00, you will not be reimbursed for dinner you ate at 6:00.
- f. List actual cost of meals.
- g. Itemize breakfast, lunch, and dinner per day.
- h. The reimbursement form will calculate your total.

3. Lodging – Lodging is typically paid by TMCEC via a master account. Leave blank unless you are the exception. If you are the exception, lodging rates must not be more than the listed lodging per diem on <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

4. Transportation

- a. Car
 - i. Mileage is paid out at 76 cents per mile or the current prevailing state mileage rate.
 - ii. You must include documentation from MapQuest, Google Maps or other mapping website. Use physical address to physical address and not just the city to city.

- iii. 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.
- iv. In determining the most cost effective and reasonably safe route, TMCEC may consider the route that provides the shortest distance, quickest drive time, or safest road conditions.
- v. Mileage to and from a claimant's residence or designated headquarters and an airport is reimbursable. The maximum amount of mileage allowable is the lesser of the distance between an airport and the claimant's residence or designated headquarters.

b. Airline

- i. You are responsible for booking your flight.
- ii. Book early to get the best deal.
- iii. You must include the receipt, which shows the form of payment.
- iv. No reimbursement of frequent flyer, rapid rewards, or other complimentary flight ticket.
- v. No reimbursement for agency fees, service fees, or flight insurance....so do not book through a travel agent or any online booking service like Expedia.
- vi. No reimbursement for early bird check in/priority boarding
- vii. Baggage fees are reimbursable, but please help us save money by carrying-on when possible.

c. Car Rental

- i. Prior approval by Ryan Turner (Executive Director) is required.
- ii. Optional charges will not be reimbursed including insurance, frequent flyer miles, prepaid gas, etc.
- iii. Receipts are required for both your car rental and any gasoline bought to fill up the rental car

d. Taxi/Share Ride

- i. Taxis/Share Rides are not to be used unless there are no other less expensive means of travel available. Many hotels have a complimentary shuttle to and from the airport.
- ii. Receipts are required
- iii. No reimbursement of tips.

5. Other Expenses

a. Parking/Tolls

- i. Receipts are required for both self-parking and tolls.

- ii. Valet parking is not reimbursable, unless it is the only option at the location.

- b. Incidentals

- i. No reimbursement for phone calls, movies, laundry, cleaning, towing, etc.