



## **Travel Reimbursement Request Form Guidelines**

This program is funded by the 86th Texas Legislature Regular Session H.B.1 ("General Appropriations Act"), Supreme Court of Texas, Strategy B.1.2 ("Court Improvement Projects") and is thereby governed by the reimbursement policies of the Supreme Court of Texas. All travel expenses will be paid in accordance with the following policies.

*Reimbursements for personal expenses, alcoholic beverages and gratuities are not allowed.*

### **Reimbursement Forms**

Please complete the JCMH Travel Reimbursement Request Form in full, sign and date. Forms with the supporting receipts attached may be submitted by email or mail to the following:

E-mail: [commission.accounting@txcourts.gov](mailto:commission.accounting@txcourts.gov)

Mail: Judicial Commission on Mental Health  
P.O. Box 12248  
Austin, TX 78711

### **Transportation**

Travelers are required to select the most cost-effective transportation considering all relevant circumstances. Original receipts are required for transportation expenses such as parking, airfare, rental car, taxis, and shuttles.

### **Transportation Options**

*Mileage Calculation* – Travelers may be reimbursed .625 cents per mile for travel by personal automobile. In determining route, the traveler must select the most cost-effective, reasonably safe, shortest route; however, may choose an alternative route according to the road conditions and/or the quickest route. To claim mileage reimbursement, requests must include driving directions generated by a mapping service such as MapQuest, Google Maps, etc. The mapping service attachment must include:

1. The traveler's headquarters address (start of trip travel) and the meeting destination;
2. line by line driving directions;
3. Includes the total one-way mileage.

*Rental vs. Personal Vehicle* - Travelers are responsible for determining the most cost-effective means of ground transportation. The maximum reimbursable amount for ground transportation is determined by

using the Comptroller of Public Accounts mileage calculator found here: <https://fmx.cpa.texas.gov/fmx/travel/mileage/>

*Rental Car* - Reimbursements will be made only for the vehicle type/class with the lowest rate. A copy of the original receipt is required and must include the name of the rental company, the name of the traveler, the start and end date of the rental agreement, itemization of expenses incurred, and proof of payment.

*Airfare* - Reimbursement may not exceed the cost of the lowest available airfare (Economy seating or similar) between the traveler's headquarters location and duty point. Reimbursement will not be made for upgrades or early check-in/boarding. Receipts must include the name of the traveler, airline, ticket number, class of transportation, travel dates, and proof of payment. Itineraries/confirmations that show cost but not payment will not be reimbursed.

### **Incidentals**

Original receipts are required for incidental expenses (ie. baggage fees, gasoline, internet access, tolls).

### **Meals**

Meals are reimbursed according to the rates set by the General Services Administration. Refer to [www.gsa.gov](http://www.gsa.gov) for the daily maximum meals allowance.

- Non-Overnight Travel: Traveling outside of designated headquarters for six consecutive hours or more may be reimbursed for meals not to exceed \$36.
- Overnight Travel: Meal expenses incurred for overnight travel are reimbursable up to the maximum GSA rate for the destination location. The first and last day of travel is calculated at 75 percent of the daily maximum meal allowance set by the GSA.
- Travelers may only claim meals that are not provided as part of an event. For example: at a conference, where lunch is provided to attendees, the traveler may not claim reimbursement for lunch.

### **Lodging**

Please refer to [www.gsa.gov](http://www.gsa.gov) for daily maximum lodging allowances. If you are traveling outside of your designated headquarters, the single occupancy rate plus applicable taxes for your hotel room will be reimbursed for arrival on the day before the conference or meeting through the night after the conference or meeting ends. Additional room nights, guests and incidental expenses are not reimbursable.

If you have any questions or need assistance completing the form, please contact Willette Sedwick at (512) 463- 1310 or [commission.accounting@txcourts.gov](mailto:commission.accounting@txcourts.gov).

***All reimbursement claims must be submitted within 45 days of travel.***

# Judicial Commission on Mental Health

P.O. Box 12248 ~ Austin, TX 78701

512-463-1310

Commission.Accounting@txcourts.gov

## REIMBURSEMENT REQUEST

*Please Allow 30 days for processing.*

**PAYEE INFORMATION:**

Name: _____	Social Security Number: _____
Title: _____	Email: _____
Mailing Address: _____	Phone: _____
City/State/Zip: _____	Fax: _____

**BUSINESS PURPOSE: Please provide brief description of conference or training attended.**

**Note: Refer to travel guidelines for maximum lodging and meals allowances. Receipts and supporting documentation must be attached, including mileage calculation between headquarters and conference/meeting location.**

Date	Mileage			Airfare	Rental Car	Taxi/Shuttle	Parking/ Tolls	Meals	Lodging	Misc.	Total
	Distance	Rate	Cost								
		0.625									
		0.625									
		0.625									
		0.625									
		0.625									
		0.625									

	<b>Total</b>	
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**I CERTIFY THAT:**

1. The amounts listed are actual expenses paid personally by me for the purpose stated.
2. I have not been nor will be reimbursed from any other source for any of the expenses listed.
3. This request is correct to the best of my knowledge.

Payee Signature: _____	Date: _____
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**This form may be e-signed and sent to [commission.accounting@txcourts.gov](mailto:commission.accounting@txcourts.gov). All required supporting documentation should be scanned and attached in email with form. Or, send completed form and all required documentation (tape small receipts to standard-size paper), to:  
PO Box 12248, Austin, TX 78701**

For Commission Use Only

Commission Approval _____	Date _____	COMBJ _____
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