



TEXAS CENTER FOR THE JUDICIARY
Request for Reimbursement of Expenses

Please fax or mail to the Texas Center. FAX: 512-469-7664
 1210 San Antonio, Ste 800
 Austin, TX 78701
 phone: 512-482-8986

Texas County & District Clerks Assn -
UT School of Law CLE

San Marcos, TX | 5/17-19/17
Form DUE BY: July 19th, 2017

Please allow 30 days for processing.

IDENTIFICATION. Please complete in full										
First Name:	Middle Initial:	Last Name:								
Title				Court:						
Court Address:			County:							
City/State/Zip			Phone:							
Email:										
ITINERARY						FOR INTERNAL USE ONLY				
Date	Miles Driven	Departed from:	Arrived at:	Time Departed	Time Arrived					
Total Miles		x 45 cents/mile - <i>Mileage Printout Required</i>		\$	-	530.56	Mileage			
<p>The Court of Criminal Appeals and the Texas Center for the Judiciary's reimbursement policies govern payment of travel expenses. Personal expenses and tips are not reimbursable. Rental cars must be pre-approved. Third party internet booking receipts, such as Expedia and Travelocity, are not valid receipts and will not be reimbursed. A printout from an internet mapping service (e.g. Yahoo or google maps) showing actual mileage and route must be attached.</p>										
LODGING. Reimbursed up to \$70/room for TWO nights. Receipt Required.										
	Date	Date	**Must have receipt with your name listed to claim the \$140 reimbursement!			Subtotal				
Lodging						\$	-	530.52	Lodging	\$
If sharing a hotel room, list your roommate's full name.						Maximum Possible Lodging \$140				
<p>TRANSPORTATION. Supporting documentation for mileage must include a printout from a mapping website (e.g. Google Maps, MapQuest). In determining mileage you may choose the most cost-effective, reasonably safe, shortest route, the quickest drive time or the safest road conditions between destination points. The printout must be attached to your reimbursement and sufficiently detailed to verify the number of miles. Note: Mileage may not be calculated using only a vehicle odometer reading.</p>										
Receipts Required						Subtotal				
Airfare (must be most economical fare available; receipt/copy of ticket is required):						\$	-	530.54	Airfare	\$
Parking	\$	Tolls	\$	Total Parking/Tolls	\$	-	530.57	Park/Toll	\$	
Rental Car (REQUIRES PRE-APPROVAL AND MUST HAVE MORE THAN ONE PASSENGER)						\$	-			
Gas (MAY ONLY BE CLAIMED IF DRIVING A RENTAL CAR)						\$	-			
If you carpool, please list the driver and passengers:										
DRIVER:								530.58	Taxi/Rental	\$
PASSENGERS:								530.60	Other	\$
TOTAL REQUESTED						\$	-			
<p>Please note: Clerks receiving a stipend/supplement from their county should determine whether that money is intended to include travel reimbursement for seminars.</p>								Approved by		
<p>I CERTIFY THAT:</p> <p>1. The amounts listed are actual expenses paid personally by me for the purpose stated. 2. I have not been nor will I be reimbursed from any other source for any of the expenses listed. 3. This request is correct to the best of my knowledge.</p>								Total Reimbursement		
Signature:								\$		
Date:										