

Texas Association of Counties  
 County & District Clerks Winter Conference  
 FEBRUARY 5-8, 2018

**EXPENSE REIMBURSEMENT GUIDE**

<i>Lodging</i>	Your lodging will be reimbursed up to \$70.00 per room/per night for up to 3 nights. An itemized hotel receipt in your name is required for reimbursement. You will be responsible for incidental charges (telephone calls, etc.).
<b>Meals</b>	<b><u>There is no reimbursement for meals.</u></b>
<b>Airfare, Transportation &amp; Parking</b>	<p>TAC will reimburse your travel expenses in accordance with state travel regulations, i.e. economy airfare of .45 cents per mile for travel by personal automobile from the closer of your home address or the court to the conference. <b>Please note: Rental cars must be pre-approved.</b> Please email requests to <a href="mailto:michelem@county.org">michelem@county.org</a>. Letters of pre-approval should be attached to the reimbursement form. If you ride with someone who has a rental car, please do not pay for or claim any mileage, gas, or rental costs on your reimbursement form. If carpooling, please list all passengers and denote the drive on your reimbursement form.</p> <p><b>Parking at Host Hotel</b>        There is no charge for self-parking. Valet will not be reimbursed by the grant.</p>
<b>Reimbursement Process</b>	<ol style="list-style-type: none"> <li>1. Claims must be submitted within 60 days.</li> <li>2. TAC will verify and mail qualified expenses to designated payee by mail.</li> <li>3. Please allow three weeks for processing.</li> </ol> <p><b>Texas Association of Counties, Attn: Michele Mund * P.O. Box 2131 *        Austin, Texas 78768* (800) 456-5974, or email <a href="mailto:michelem@county.org">michelem@county.org</a>.</b></p>