



## TRAVEL REIMBURSEMENTS 2022 U in the Driver Seat Symposium

Limited reimbursement money is available on a **first-come, first-served basis** and is due by no later than **May 31, 2022**. Schools can be reimbursed, based on distance traveled, for travel and lodging (no food). **Reimbursements will only be provided to schools whose peer educators (i.e., students) attend the symposium. Advisors who attend without students will not be eligible for reimbursement.**

After the *UDS Symposium*, the individual requesting reimbursement must submit:

- Signed W-9 form (**mandatory**)
- A letter indicating actual travel amounts
- Receipts (original receipts are preferred but scanned/faxed copies will also be accepted, must be legible)
- Notification if individual is a state employee

Please submit your travel reimbursement requests via email to Anna Hernandez at [a-herandez@tti.tamu.edu](mailto:a-herandez@tti.tamu.edu).

Items that are eligible for reimbursement:

### Transportation:

- Air Fare
- Bus Fare
- Train Fare
- Taxi Fare
- Rental car
  - Gasoline for the rental car
- Personal Car Mileage
  - Reimbursed based on current state reimbursement rate (currently averaging 56 cents per mile) the mileage reimbursement rate includes an allocation for gasoline; a separate reimbursement for gasoline is not allowed
  - Must provide the physical address of starting and ending location
- Parking fees at hotel or facility of the meeting

### Lodging:

- Hotel room for overnight accommodations
  - Allowed only if the distance of the meeting requires an overnight stay

*To facilitate reimbursement, it is recommended that you do not use Priceline.com & / or similar online travel booking options to schedule your trip. These online systems don't normally itemize your costs. **We need receipts that are itemized per person per charge** (i.e., airfare needs to be listed separately from hotel costs, on a per-person basis and items like taxes and additional fees need to be clearly marked.)*