

## TRAVEL REIMBURSEMENT POLICY FOR PARTICIPANTS IN 2018 SPRING WORKSHOPS

Teachers participating in Humanities Texas spring professional development workshops are qualified to receive a travel reimbursement of up to \$300 for eligible expenses.

Participants are responsible for making their own travel arrangements to and from the program. Please note that Humanities Texas's maximum reimbursement for total travel expenses is \$300, even if the teacher's actual expenses exceed \$300.

For teachers who do not stay for the entire workshop, Humanities Texas reserves the right to adjust CPE hours and travel reimbursements to reflect actual attendance. Any questions or exceptions must be addressed in advance with Humanities Texas staff.

### Receipts

*Itemized* receipts are required for all costs excluding gas. Credit card statements are not acceptable. Participants should submit copies of receipts, keeping the originals in the event that paperwork is misplaced or lost.

### Forms and procedures

All necessary paperwork, including a reimbursement form, will be emailed to participants in advance of the program. Additional copies of all forms will be available at the workshop. Please submit copies of all receipts, along with your reimbursement form, no more than two weeks following the program. Humanities Texas prefers that forms be scanned and sent electronically to [institutes@humanitiestexas.org](mailto:institutes@humanitiestexas.org). Forms can also be faxed to 512-236-1661, or mailed to the Humanities Texas office. Travel reimbursements and CPE letters will be sent following the workshop.

### Reimbursement rates

Reimbursement rates are set by the State of Texas. For further information regarding rates, please review the website of the Texas Comptroller of Public Accounts.

### Eligible travel expenses

- **Automobile:** Use of a personal automobile will be reimbursed at the current rate set by the State of Texas. Humanities Texas will reimburse mileage between the participant's home and workshop venues only. The cost of gas is figured into the reimbursement rate, so gas receipts are not necessary.
- **Lodging:** For teachers traveling to the workshop from out of town, Humanities Texas will reimburse lodging for one night at the current per diem rate set by the State of Texas. If actual costs exceed the state's current per diem rate, Humanities Texas will reimburse only up to the current per diem rate.
- **Air travel:** Travelers are expected to book the lowest-priced coach-class airfare available. Business-class and first-class travel will not be reimbursed. Fees for one checked piece of luggage will be reimbursed.
- **Airport parking:** Airport parking is reimbursable at the long-term rate only.
- **Taxi cab and shuttle:** Humanities Texas will reimburse taxi and shuttle expenses to and from the airport and the workshop location only. If you share a cab with other workshop participants, have only one person pay for the cab and submit a receipt.

**Ineligible Expenses** The following expenses are NOT reimbursable:

- **Any and all meals.**
- Tips and gratuities.
- Valet parking if self-parking is available.
- Traffic and/or parking violations.
- Tolls.
- Travel expenses for spouse or other personal guests.
- Lost, stolen, or damaged personal property.
- Avoidable failure to cancel transportation reservations.
- Laundry, dry cleaning, or personal toiletries.
- Childcare costs, housesitting, and/or pet-sitting/kennel charges.
- Any other expenses not directly related to traveling to/from the workshop site.
- Alcoholic beverages.

All final reimbursement expenses are subject to Humanities Texas's final determination.