



TRAVEL REIMBURSEMENT POLICY FOR PARTICIPANTS IN 2024 SUMMER INSTITUTES

Teachers participating in the following Humanities Texas summer professional development institutes are qualified to receive a travel reimbursement of up to \$300 for eligible expenses:

The Cold War: History, Literature, and Culture, Austin, June 3–6, 2024
Teaching the Literatures of Texas, San Antonio, June 11–14, 2024
The New Nation: America, 1800–1860, Fort Worth, June 24–27, 2024

Participants are responsible for making their own travel arrangements to and from the program. On-campus housing will be provided for participants traveling from out-of-town. *Please note that Humanities Texas's maximum reimbursement for total travel expenses is \$300 for these institutes, even if the teacher's actual expenses exceed \$300.*

Teachers participating in the two-day workshop, "Teaching Evidence-Based Reading Practices at the Secondary Level," Houston, June 20-21, 2024, are qualified to receive a travel reimbursement of up to \$500 for eligible expenses. As on-campus accommodations will not be provided at this workshop, we will reimburse participants for lodging for the duration of the workshop based on the per diem daily lodging rates set by the State of Texas. This reimbursement will be included in the \$500 travel reimbursement. Participants are responsible for making their own travel arrangements to and from the two-day workshop. *Please note that Humanities Texas's maximum reimbursement for total travel expenses is \$500 for this workshop, even if the teacher's actual expenses exceed \$500.*

See additional details below under "Eligible travel expenses."

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

Receipts

Scanned copies of *itemized* receipts are required for all costs. Credit card statements are not acceptable. Participants should keep original receipts for their records.

Forms and procedures

Teachers must submit reimbursement requests through an online form on the Humanities Texas website no more than two weeks following the program. A link to this form will be emailed directly to teachers.

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 institute venues only. Humanities Texas will not reimburse the cost of in-town travel. The cost of gas is figured into the reimbursement rate, so gas receipts are not necessary.
 - If participants are carpooling, mileage reimbursement goes to the participant whose personal vehicle was used.
 - For rental cars, we will cover the cost of the rental and gas, rather than mileage reimbursement.
- **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, rideshare and shuttle:** Humanities Texas will reimburse taxi, rideshare, and shuttle expenses to and from the airport and the institute location only. If you share a ride with other participants, have only one person pay and request reimbursement.
- **Lodging:** For institutes where Humanities Texas *does not provide* on-campus accommodations to out-of-town participants, we will reimburse participants for lodging for the duration of the program based on the per diem daily lodging rates set by the State of Texas. If the actual costs exceed the state's current per diem rate,

Humanities Texas will reimburse only up to the current per diem rate. If participants choose to share the cost of lodging, proof of their individual share of the cost must be submitted.

- ***For teachers traveling together:*** Reimbursement requests for any participants travelling together must be submitted separately.

Ineligible Expenses The following expenses are NOT reimbursable:

- Any and all meals
- Mileage if traveling only within the city where the program takes place
- Lodging for institutes where on-campus housing accommodations (dormitories) are provided by Humanities Texas
- 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 travel 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.