

## TRAVEL REIMBURSEMENT POLICY FOR PARTICIPANTS IN 2019 SUMMER INSTITUTES

Teachers participating in Humanities Texas summer professional development institutes 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 institute, Humanities Texas reserves the right to adjust CPE hours and 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

Teachers may submit reimbursement requests via hard copy form, email, or an online form on the Humanities Texas website. Please submit copies of all receipts, along with your reimbursement request, no more than two weeks following the program. Instructions for submitting reimbursement requests will be provided at the program. 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 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.
- **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.
- **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 workshop takes place.
- Lodging.
- 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.

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