

Texas Justice Court Training Center
 Texas State University
 1701 Directors Blvd., Suite 530, Austin, TX 78744
 Phone (800) 687-8528

* Destination: _____

* Date & Time You Left Headquarters: _____

* Date & Time You Returned to Headquarters: _____

* Name: _____ * Employer: _____

* Address: _____ * Title: _____

* City: _____ TX * Zip: _____ * Phone: _____

* Purpose of Trip: To Attend Committee To Lecture To Monitor Other: _____

*** REQUIRED INFORMATION**

TRANSPORTATION:

- TAXI FARES (Actual paid receipt required) from point to point.

Departed
 From: _____ To: _____ Date: _____ \$ _____

Departed
 From: _____ To: _____ Date: _____ \$ _____

TOTAL TAXI: \$

- AIRFARE (Original paid ticket or receipt with payment validation required)

TOTAL AIRFARE: \$

- PERSONAL CAR MILEAGE (Map with point to point documentation required)

Miles From: _____ To: _____

Miles From: _____ To: _____

Total Miles: _____ @ \$.450 Per Mile

TOTAL MILEAGE: \$

- PARKING (Original receipt required)

Airport: \$ _____ Hotel: \$ _____

TOTAL PARKING: \$

- OTHER (Original paid receipt required)

Car Rental: \$ _____ Fuel: \$ _____ Tolls: \$ _____

TOTAL OTHER: \$

TOTAL TRANSPORTATION: \$

LODGING (Paid receipt required.)

Room: \$ _____ Local Tax Only: \$ _____

TOTAL LODGING: \$

MEALS (Receipts not required. Reimbursement for ACTUAL expense, not to exceed \$36.00/day, excluding tips, alcohol, and delivery fees.) *You must stay overnight at the hotel while you are volunteering at training events to be reimbursed for food. If you are staying at your home, the IRS defines meals as a non-essential cost.*

Dates:					
Total:	\$	\$	\$	\$	\$
					TOTAL MEALS: \$

I, the Claimant, certify (a) that the above is true and accurate, (b) that dual compensation is not involved for travel or subsistence, and (c) that all compensation claimed is related to Training Center functions.

Signature: _____ Date: _____

Mail, email or fax signed form with all documentation within 30 days of travel to TJCTC.

GRAND TOTAL TO CLAIMANT: \$

APPROVED: _____ Date: _____