# Travel Reimbursements

Thanks for being a guest speaker, TJCTC faculty, and/or a TJCTC committee member! Here are the instructions to receive a travel reimbursement. Your contact for travel reimbursements is TJCTC’s accountant, Sonya Rahrovi.

Sonya Rahrovi

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## PROCEDURES

## Step 1. Become a vendor of Texas State University.

To receive a reimbursement, you need to become a vendor of Texas State University. The University uses an online portal called PaymentWorks. Contact Sonya if you are not a vendor and Sonya will send you an invite to PaymentWorks. Here are [instructions](https://gato-docs.its.txstate.edu/jcr%3A9b465ef8-ea1b-4297-ac5f-272101b7a525/Supplier%20Reference%20Guide%20-%20New%20Vendor%20Registration%20%281%29.pdf) to create a profile on PaymentWorks. This must be done before you can receive a reimbursement.

The vendor setup is handled by a separate department at Texas State University and TJCTC does not have the ability to expediate the process. The process can take 2-7 days.

Note: If you move or need to update bank information, you will have to update your information in PaymentWorks.

## Step 2. Submit the travel reimbursement.

The travel reimbursement form is available at our website at [www.tjctc.org/commitees-faculty.html](http://www.tjctc.org/commitees-faculty.html) under “How do I get reimbursed for travel?”.

The signed, completed travel reimbursement form plus attachments (maps, receipts, etc.) is due to TJCTC within **30 days of travel**. TJCTC is unable to reimburse after this deadline, per grant conditions and University policies.

## POLICIES

### Transportation

#### Taxi fares

* **Actual paid receipt required.**
* Taxi fares includes taxis, buses, and ride shares like Lyft and Uber.
* Tips are non-reimbursable.

#### Airfare

* **Original paid ticket or receipt with payment validation required.**
* The following costs are non-reimbursable:
	+ Flight Insurance
	+ Early Bird Check-in
	+ Preferred Seating
* In addition, TJCTC can only reimburse one checked bag each way.

#### Personal car mileage

* Mileage between destination points must be calculated using a mapping website, such as Google Maps, MapQuest, etc.
* **Map printout required.** Map must show, at a minimum, the city and state of the destination points and the number of miles.
* Mileage **may not** be calculated using a vehicle odometer.
* **The rate of reimbursement is $0.50/mile.**
* The number of reimbursable miles may not exceed the number of miles of the most cost-effective, reasonably safe route. In determining the most cost-effective, reasonably safe route, TJCTC may consider the route that provides the shortest distance, the quickest drive time, or the safest road conditions.
* The maximum amount of mileage allowable when traveling between residence and duty point is the lesser of the distance between duty point and the claimant’s residence or headquarters.
* Mileage to and from a claimant’s residence or designated headquarters and an airport is reimbursable. The maximum amount of mileage allowable is the lesser of the distance between an airport and the claimant’s residence or designated headquarters.

#### Parking

* **Original receipt required.**
* Actual cost is reimbursed.
* Self-park is reimbursable. Valet parking is not reimbursable unless it is the only option at the location.

#### Other

* Car Rental & Fuel
	+ **Original receipt required.**
	+ The car rental cost must have been paid to a car rental company.
	+ Fuel and taxes for which the traveler is not legally exempt are reimbursable.
	+ The following costs are non-reimbursable –
		- Liability Insurance
		- Supplements
		- Personal Accident Insurance (PAI)
		- Safe Trip Insurance
		- Personal Effect Protection
		- Frequent Flyer (FFN)
		- Roadside Assistance (RSD, TST)
		- Toll Pass Optional Fee (TLSVC)
		- Pre-Paid Fuel Option
* Tolls
	+ **Original paid receipt is required.**

### LODGING

* **Receipt required.**
* At training center seminars, the expense will be direct billed to TJCTC.
* At non-training center seminars, reimbursement is not available.
* Incidental expenses (phone calls, movies, etc.) are non-reimbursable.

### MEALS

* Receipts are not required.
* Reimbursements are limited to actual expenses and a maximum of $41.00/day.
* Tips, alcohol, delivery fees, and room service fess are non-reimbursable.
* Individual must stay overnight to be eligible for meal reimbursement.

By signing the travel reimbursement form, claimant certifies that:

* The expenses are true and accurate
* There was no dual compensation
* Compensation claims are related to TJCTC functions

If you have any questions concerning these rules or their application to a particular situation, please call TJCTC prior to incurring any expenses.