

TEXAS MUNICIPAL COURTS EDUCATION CENTER

Travel Reimbursement Form

Please submit the completed reimbursement claim form within 60 days from the date of the travel and attach all pages of requested printouts and receipts. You may submit electronically by email to Deadra Stark at stark@tmcec.com, by fax at 512.435.6118 or mail original to TMCEC, 2210 Hancock Drive, Austin, TX 78756. Keep a copy for your records.

EVENT NAME:						Event City:		
Date & Time Departed	Date & Time Returned:							
PAYABLE TO								
Name								
Company/Address								
Email & Phone								
MEALS (receipts NOT	required: \$41 max per	day - meals provid	led by TMCEC, tips &	alcohol not r	eimbursable)			
Date(s)	Breakfast	Lunch	Dinner		Total	Accounting Only		
	\$	\$	\$		\$	\$		
	\$	\$	\$		\$	\$		
	\$	\$	\$		\$	\$		
	\$	\$	\$		\$	\$		
	\$	\$	\$		\$	\$		
	\$	\$	\$		\$	\$		
		•	TOTAL MEAL	EXPENSE	\$	\$		
LODGING (eligible re	ates can be found at ww	w.gsa.gov: receipts	required)			•		
Date(s)		Hotel Name & Ro			Total	Accounting Only		
					\$	\$		
					\$	\$		
					\$	\$		
		T	OTAL LODGING	EXPENSE	\$	\$		
TRANSPORTATIO	N (documentation requ	ired)						
PERSONAL CAR (mil	eage may be calculated	on Google Maps o	r Mapquest)		Total	Accounting Only		
From:	To:		Miles		\$	\$		
From:	To:		Miles		\$	\$		
	Total mil	Total miles will be calculated at			\$	\$		
AIR TRAVEL (paymer	it receipt required)							
From:	То:	1			\$	\$		
		To: Date:			\$	\$		
From:	To:		Date:					
		ve Director require		ceipts) TA	-			
	ior approval of Executiv	ve Director require		ceipts) TA	AXI/RIDESHAI	RE (attach receipts)		
CAR RENTAL (pr	ior approval of Executi	ve Director require	d;attach rental /gas red	ceipts) TA	AXI/RIDESHAI			
CAR RENTAL (pr. From:	To:		d;attach rental /gas red Date:		AXI/RIDESHAI \$ \$	RE (attach receipts) \$		
CAR RENTAL (pr. From: From:	To:		d;attach rental /gas red Date: Date: TOTAL TRAVEL	EXPENSE	\$ \$	RE (attach receipts) \$ \$		
CAR RENTAL (pr. From:	To:		d;attach rental /gas red Date: Date: TOTAL TRAVEL	EXPENSE	\$ \$	RE (attach receipts) \$ \$		
CAR RENTAL (pr From: From: OTHER EXPENSES	To:		d;attach rental /gas red Date: Date: TOTAL TRAVEL	EXPENSE	\$ \$ \$ Total	RE (attach receipts) \$ \$ \$ \$ Accounting Only		
CAR RENTAL (pr From: From: OTHER EXPENSES	To:		d;attach rental /gas red Date: Date: TOTAL TRAVEL	EXPENSE	\$ \$ \$ \$	RE (attach receipts) \$ \$ \$		
CAR RENTAL (pr From: From: OTHER EXPENSES	To:		d;attach rental /gas red Date: Date: TOTAL TRAVEL	EXPENSE	\$ \$ \$ Total \$	RE (attach receipts) \$ \$ \$ \$ Accounting Only \$		

I certify that the above described expense account does not include alcoholic beverages or gratuity and is true, correct, unpaid, and that dual compensation is not involved in the above claim.

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Signature:	12000	Date:	