

2019 TCJ Scholarship Reimbursement Policy

Texas Center for the Judiciary will reimburse reasonable expenses for scholarship recipients attending approved trainings or conferences. Acceptable expenses may include, but are not limited to, registration fees, lodging, meals, personal auto mileage, car rentals, taxi fare, parking fees, and air transportation. Reimbursement for travel expenses should be based upon actual expenses with the exception of meals (see below). **Receipts are required for all expenses other than meals.**

- Lodging:** Lodging expenses will be reimbursed at the federal rates established by the U.S. General Services Administration (see below). When applicable, TCJ will honor special group hotel rates negotiated by the training program sponsors. TCJ staff reserve the right to designate allowable hotels and rate caps for certain events and will notify scholarship recipients of these restrictions in advance.
- Meals:** Meals will be reimbursed on a per diem basis and receipts are not required. The per diem rate used will be that established by the U.S. General Services Administration (see below). 75% of the appropriate per diem rate will be paid for the day of departure and the day of return (travel days). Only meals that are not provided as part of the conference may be reimbursed. For example, if lunch is served at the conference, meals purchased otherwise are not eligible for reimbursement. Only meals purchased during the time of travel can be reimbursed.
- Mileage:** Reimbursement for the use of personal automobiles will be based on the IRS mileage rate in effect at the time of travel. If requesting mileage reimbursement, you must include a detailed map with your reimbursement form which shows the following:
- Your home address and the destination address. City to city maps are not allowable;
 - Line by line driving directions;
 - Total one-way mileage. Maps that show mileage increments without a total are not acceptable per grant guidelines.
- Airfare:** Recipients will not be reimbursed for airfare costs in excess of the customary standard, coach, or equivalent airfare offered during normal business hours except when the customary standard fare would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, is not reasonably adequate for the physical or medical needs of the traveler, or is not reasonably available to meet mission requirements. Once the scholarship application is approved, airfare should be purchased as soon as possible to secure the most economical rate.
- Receipts must include the name of the traveler and airline, the ticket number, class of transportation, travel dates and dollar amount. Itineraries/confirmations that show cost but not payment will not be reimbursed.

Resources:

U.S. General Services Administration: <http://www.gsa.gov/portal/category/21287>

IRS: <http://www.irs.gov>