

## STIPEND REIMBURSEMENT INFORMATION

### 2024 TASC Conference (March 26-28, 2024) Fort Worth, Texas

- **Stipend Amount:** Each stipend provides up to \$1,000 in funding, which shall be used to pay for the conference registration fee, airfare or mileage, hotel and per diem expenses. Some counties have elected to send more than one person on each stipend, which means that the \$1,000 will be shared.
  
- **Hotel Reservations:**
  - **Stipend recipients are required to make their own hotel reservations.**
  - Hotel expenses will need to be covered by the recipient or their unit of government up front and then can be reimbursed by the grant after the conference.
  - State per diem rates for lodging expenses will be followed during the reimbursement process.
  - Please check these rates before booking your rooms. If your reservation is made within the TASC room block, you will be charged the state rate. This rate is not guaranteed if you book outside of the negotiated block.
  
- **Reimbursement:** Please be advised **CMIT requires itemized meals receipts for reimbursement.** Reimbursement requests **MUST** be submitted by April 28, 2024.
  
- **Required Forms:** **Forms will be available on the website March 2024.** Please complete and submit the following forms, when you submit your receipts **AFTER THE CONFERENCE**, in order to be reimbursed:
  - **Vendor Maintenance Form/Substitute W9:** complete Sections B and C and sign/date at the bottom of page 1. If you want your reimbursement to be **direct deposited** into your account, **also** complete Section D and sign/date page 2. If the reimbursement needs to go to your county or agency, you will need to provide me their W9 and you will not have to complete one for yourself.
  - **Sam Houston State University Authorization of Professional/Consulting Services:** fill in your name, address, and sign/date at the bottom of the page.
  - **Reimbursement Form:** please notate the requested reimbursement totals.

**Expense Reimbursement Guidance:** Please remember that reimbursement for expenses cannot exceed the amount that is remaining after registration.

### Lodging

- Lodging will be reimbursed up to \$175 (lodging fee) per night, which is the state rate
- City and county tax and other hotel fees will be reimbursed
- State tax **WILL NOT** be reimbursed
- Room service that is on the hotel bill will only be reimbursed if an itemized receipt is provided

### Per Diem

- Per Diem: \$64 per day for conference days and \$48 for first and last day of travel
- Itemized receipts are required for reimbursement; reimbursement will not be processed for meals if an itemized receipt is not provided
- Alcohol cannot be reimbursed; please request a separate receipt for food and alcohol
- Tips up to 20% can be reimbursed; will need the itemized receipt and the signed receipt that shows the original total, tip amount, and final amount, to reimburse for tips

### Travel

- Mileage reimbursement rate: \$.655 per mile
- Fuel can only be reimbursed if a rental car is used, in addition to the rental car fee.
- Flight upgrades will not be reimbursed