

YTS Program Summit TRAVEL REIMBURSEMENT GUIDELINES

LIMITED TRAVEL REIMBURSEMENT FUNDS ARE AVAILABLE. REQUESTS WILL BE CONSIDERED ON A FIRST-COME, FIRST-SERVED BASIS.

Texas schools located less than 60 miles from the event address, [Marriott Rivercenter on the Riverwalk](#), 101 Bowie St, San Antonio, TX 78205, can receive reimbursement for transportation ONLY, **up to \$100 per school**.

Texas schools located more than 60 miles from the event can receive reimbursement for transportation & hotel lodging, **up to \$1000 per school**.

Out-of-state schools can receive reimbursement for transportation & hotel lodging, **up to \$1500 per school**.

ALLOWABLE DATES FOR REIMBURSEMENT INCLUDE **Thursday, November 13th – Saturday, November 16th, 2025¹**

Please contact Anna Hernandez (a-hernandez@tti.tamu.edu) if planned travel is outside of the eligible dates.

Reimbursements will only be provided to schools whose peer educators (i.e., students) attend the Summit.
*Advisors who attend without students are **not** eligible for reimbursement.*

Travel-related expenses eligible for reimbursement include:

- Transportation
 - Airfare
 - Bus Fare
 - Train Fare
 - Rental car and fuel for rental car
 - Uber/Lyft/Taxi (*tips are **not** reimbursable*)
 - Parking
 - Personal Vehicle Mileage
 - Reimbursed based on mileage; Currently averaging 70 cents per mile, which covers gasoline.
 - Must provide the physical departure address.
- Hotel room (*allowed only if the distance travelled is greater than 60 miles from the event location*)
 - Please refer to the U.S. General Services Administration (GSA) site for the maximum hotel lodging reimbursement rate, per night (<https://www.gsa.gov/travel?gsaredirect=travel-resources>).
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***Meals are **not** eligible for reimbursement**

ORIGINAL ITEMIZED RECEIPTS ARE MANDATORY FOR REIMBURSEMENT

Receipts for all travel expenses must illustrate amount paid & include the name & address of the vendor.

We do not recommend using online travel booking sites (such as Priceline.com) as these vendors typically do not itemize costs. Receipts must be itemized per person per charge.

¹ TAB Member(s) plus their Chaperone (& students) are eligible to receive travel reimbursement from 11/12 – 11/16/2025

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TO REQUEST REIMBURSEMENT FOLLOWING THE EVENT, PLEASE SUBMIT:

1. Completed **Travel Reimbursement Request Form** (provided) for each person / entity requesting reimbursement.
2. Original **itemized receipts** for all travel-related expenses you are requesting reimbursement for.
Print / send entire email receipts with itemized costs.
3. Completed & signed **W-9** (provided) for payee requesting reimbursement:
 - **Individual/Company/Entity Legal Name:** Traveler's LEGAL name
 - **SSN – Individual/Sole Proprietor:** Traveler's Social Security number
 - **Vendor Type:** Check "Individual/Sole proprietor" box
 - **Vendor/Individual Remit to Address:** Traveler's home mailing address
 - **Direct Deposit Setup Information:** OPTIONAL
 - **Print Name:** Traveler's LEGAL name
 - **Signature & Date**
4. Submit **ALL** documents via email to **Anna Hernandez:** a-hernandez@tti.tamu.edu

Reimbursements cannot be processed until ALL paperwork is received; Checks will be issued in the traveler's name & mailed to the "remit to" address indicated on the W-9 unless direct deposit information was provided.

5. Reimbursements can be expected within 4-6 weeks of the date request was submitted.

****Please retain all receipts until payment has been received****