Youth Transportation **SAFETY** PROGRAM

Youth Transportation Safety Summit
TRAVEL REIMBURSEMENT GUIDELINES

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

Texas schools located more than 60 miles from the event address, San Antonio Marriott Rivercenter on the River Walk, 101 Bowie St, 78205, can receive reimbursement for transportation & hotel lodging, up to $500 per school.

Out-of-state schools can receive reimbursement for transportation & hotel lodging, up to $1,000 per school.

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

All documentation for reimbursement is due no later than **December 4, 2026.**

ALLOWABLE DATES FOR REIMBURSEMENT INCLUDE

Thursday, November 19th – Saturday, November 21st, 2026[1]

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

[1] Board Member(s) plus their Chaperone (& students) are eligible to receive travel reimbursement from 11/18 –11/21/2026

Travel-related expenses eligible for reimbursement include:

Transportation
- Airfare
- Bus Fare
- Train Fare
- Rental car and fuel for rental car
- Uber/Lyft/Taxi (*Uber Cash & tips are not reimbursable*)
- Parking
- Personal Vehicle *(must provide physical departure/return address)*
  Reimbursed based on mileage (current rate = .76 cents per mile), which covers gasoline.

Hotel lodging (*allowed only if the distance traveled 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).

Breakfast, snacks, and lunch will be provided during the Summit. However, due to funding, additional meals are not eligible for reimbursement.

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ORIGINAL ITEMIZED RECEIPTS ARE MANDATORY FOR REIMBURSEMENT

Receipts must illustrate the amount paid and include the name and 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.

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

NOTE: **This process can take about a month after all required documents have been received, verified, and submitted.** A check will be made out to the traveler's name and mailed to the "remit to" address indicated on the W-9.

PLEASE KEEP & SUBMIT ALL ORIGINAL ITEMIZED RECEIPTS FOR A QUICK PROCESS.

Travel reimbursement funds are limited and not guaranteed. Reimbursement requests will be reviewed and processed in the order received, subject to available funding.

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TRAVEL REIMBURSEMENT REQUEST FORM

PLEASE EMAIL THIS FORM, COMPLETED & SIGNED W-9, & ORIGINAL ITEMIZED RECEIPTS TO: ANNA HERNANDEZ - a-hernandez@tti.tamu.edu

All documentation is due no later than December 4, 2026.

Submission of a reimbursement request does not guarantee funding. Requests will be considered on a first-come, first-served basis and reimbursed only while funds remain available.

First & Last Name + Organization/School Name (of individual seeking reimbursement):

Mailing Address (of individual seeking reimbursement):

ALLOWABLE EXPENSE TYPES	AMOUNT
TRANSPORTATION	
Air Fare	
Bus Fare	
Train Fare	
Rental Car	
Fuel for Rental Car	
Uber/Lyft/Taxi – *Uber Cash & tips are not eligible for reimbursement*	
Parking	
Personal Vehicle Mileage (reimbursed at $0.725/mile) **– please provide physical departure & return address:**	
HOTEL	
Room Cost – not to exceed GSA Daily lodging rate	
Hotel Taxes	
If requesting reimbursement for multiple rooms, please list the names of individuals per room:	
TOTAL REIMBURSEMENT REQUESTED:	