



TRAVEL REIMBURSEMENT FORM

This form with appropriate documentation **MUST BE SUBMITTED WITHIN 30 DAYS FROM THE LAST DAY OF TRAVEL** to be eligible for reimbursement. All September reimbursements must be submitted by September 25th. Attach original detailed receipts and other required documentation per TPCA Travel Guidelines. Meal expenses do not require a receipt and will be reimbursed at the GSA per diem meal rate.

Subject to documentation and reasonableness, subsistence expenses will generally be for registration, lodging, telephone, parking, tolls, or taxi. Meals, non-alcoholic beverages, and incidentals or reasonable gratuities will be reimbursed at the State of Texas per diem schedule which is based on the U.S. General Services Administration's (GSA's) Federal Domestic Maximum Per Diem Rates FY 2026 [per diem rates for Texas | GSA](#). Employees and consultants will be reimbursed pursuant to the same guidelines for meals and incidentals. Employees and consultants should not seek per diem for meals provided by the event or host at no cost to the employee or consultant. Continental breakfast, snacks, or hors d'oeuvres do not count as meals. A TPCA reimbursement form must be used for reimbursement of all expenses.

Traveler & Trip Information

Name:

Mailing Address:

Destination (City/State):

Travel Dates:

to

Purpose of Travel:

Please refer to the TPCA Travel Policy for further detail; meals and incidentals will be based on GSA rates. The rates will vary by location, if the location is not listed, the standard rate shall apply. For the first and last days of travel, meals will be the GSA defined percentage of the allowed rate for that location. The GSA meal rates can be found at this link: [GSA Meals & Incidentals](#)

Meals - Day 1 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Meals - Day 4 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Meals - Day 2 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Meals - Day 5 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Meals - Day 3 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Meals - Day 6 \$ _____
Was a meal provided: No If yes, check all that apply: Breakfast Lunch Dinner

Hotel (if not prepaid) \$ _____

Registration (if not prepaid) \$ _____

Mileage- total miles driven _____

Transportation/Parking \$ _____

miles x 0.725 \$ _____

Other \$ _____

Other Explanation: _____

TOTAL REIMBURSEMENT \$ _____

Travel Reimbursement Certification

I certify that the expenses for which a reimbursement is requested have been fully incurred by me in connection with a previously approved travel request. These expenditures are made in connection with TPCA/TPCAF business and to my knowledge have not previously been submitted for payment.

Employee Signature: _____

Date: _____