

TRAVEL REIMBURSEMENT POLICY FOR PARTICIPANTS IN 2023 SUMMER INSTITUTES

Teachers participating in Humanities Texas summer professional development institutes are qualified to receive a travel reimbursement of up to \$300 for eligible expenses. Participants are responsible for making their own travel arrangements to and from the program. *Please note that Humanities Texas's maximum reimbursement for total travel expenses is \$300, even if the teacher's actual expenses exceed \$300.*

For institutes where Humanities Texas *does not provide* on-campus accommodations to out-of-town participants, we will reimburse participants for three nights of lodging based on the per diem daily lodging rates set by the State of Texas. This reimbursement will be *in addition to* the \$300 travel reimbursement. See additional details below under "Eligible travel expenses."

For teachers who do not stay for the entire institute, Humanities Texas reserves the right to adjust CPE hours and reimbursements to reflect actual attendance. Any questions or exceptions must be addressed with Humanities Texas staff in advance.

Receipts

Scanned copies of *itemized* receipts are required for all costs. Credit card statements are not acceptable. Participants should keep original receipts for their records.

Forms and procedures

Teachers must submit reimbursement requests through an online form on the Humanities Texas website no more than two weeks following the program. A link to this form will be emailed directly to teachers.

Reimbursement rates

Reimbursement rates are set by the State of Texas. For further information regarding rates, please review the [website of the Texas Comptroller of Public Accounts](#).

Eligible travel expenses

- **Automobile:** Use of a personal automobile will be reimbursed at the current rate set by the State of Texas. Humanities Texas will reimburse mileage between the participant's home and institute venues only. Humanities Texas will not reimburse the cost of in-town travel. The cost of gas is figured into the reimbursement rate, so gas receipts are not necessary. If participants are carpooling, mileage reimbursement goes to the participant whose personal vehicle was used.
- **Air travel:** Travelers are expected to book the lowest-priced coach-class airfare available. Business-class and first-class travel will not be reimbursed. Fees for one checked piece of luggage will be reimbursed.
- **Airport parking:** Airport parking is reimbursable at the long-term rate only.
- **Taxi, rideshare and shuttle:** Humanities Texas will reimburse taxi, rideshare, and shuttle expenses to and from the airport and the institute location only. If you share a ride with other participants, have only one person pay and request reimbursement.
- **For teachers traveling together:** Reimbursement requests for any participants travelling together must be submitted separately.
- **Lodging:** For institutes where Humanities Texas *does not provide* on-campus accommodations to out-of-town participants, we will reimburse participants for three nights of lodging based on the per diem daily lodging rates set by the State of Texas. This reimbursement will be *in addition to* the \$300 travel reimbursement. If the actual costs exceed the state's current per diem rate, Humanities Texas will reimburse only up to the current per diem rate. If participants choose to share the cost of lodging, proof of their individual share of the cost must be submitted.
 - For certain programs, participants will have the option to book their hotel through a room block arranged by Humanities Texas. In this case, hotel costs will be directly paid for by Humanities Texas and no additional lodging reimbursement will be allowed. Participants may still choose to make their own lodging arrangements and request reimbursement following the institute. Reimbursement may take up to several weeks.

Ineligible Expenses The following expenses are NOT reimbursable:

- Any and all meals
- Mileage if traveling only within the city where the workshop takes place
- Lodging for institutes where on-campus housing accommodations (dormitories) are provided by Humanities Texas
- Tips and gratuities
- Valet parking if self-parking is available
- Traffic and/or parking violations
- Tolls
- Travel expenses for spouse or other personal guests
- Lost, stolen, or damaged personal property
- Avoidable failure to cancel travel reservations
- Laundry, dry cleaning, or personal toiletries
- Childcare costs, housesitting, and/or pet-sitting/kennel charges
- Any other expenses not directly related to traveling to/from the workshop site
- Alcoholic beverages

All final reimbursement expenses are subject to Humanities Texas's final determination.