



Texas District of the Institute of Transportation Engineers
JIM CARVEL FELLOWSHIP REIMBURSEMENT REQUEST FORM

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Meeting Attended: _____ Dates: _____

ALL REIMBURSEMENT ITEMS MUST BE ACCOMPANIED BY SUPPORTING RECEIPTS!

The Texas District has authorized the Jim Carvel Fellowship winner to be reimbursed up to \$600 for expenses associated with attending the ITE Annual Meeting. The intent of these funds is to allow the recipients to participate in the ITE International Annual Meeting. Allowable reimbursements include meeting registration, coach class airfare purchase not less than two weeks in advance, base hotel rate and applicable taxes, surface transportation costs including rental car, taxi, shuttle, public transportation, gasoline, or IRS mileage reimbursement if personal vehicle is used. The District will not reimburse students for meal expenses. If desired, you may submit your expenses in two stages – 1) Airfare & registration first, 2) all other travel expenses, second. All travel should be between the city of origin and the city of the destination airport. Any exceptions to these stipulations must be approved prior to travel. In addition, documentation showing that no additional cost was incurred because of the alternate plans must be provided. Please visit www.texite.org for additional information.

<u>ITEM</u>	<u>NOTES</u>	<u>AMOUNT</u>
Meeting Registration	Attach receipt	\$ _____
Airline Tickets	Attach receipts	\$ _____
Vehicle Mileage*	Multiply the number of miles _____ by the IRS rate (53.5 cents/mile for 2017)	\$ _____
Rental Car/Fuel*	Attach receipts	\$ _____
Parking/Tolls	Attach receipts	\$ _____
Other Ground Transportation	Attach receipts	\$ _____
Hotel	Attach receipts	\$ _____
Other Expenses	Must be accompanied by an explanation Attach receipts	\$ _____
Total Reimbursement Requested		\$ _____

Student's Signature: _____ Date: _____

Faculty Advisor's Signature: _____ Date: _____

Submit to the TexITE Secretary-Treasurer at secretary@texite.org.

* A person may only be reimbursed for vehicle mileage or rental car costs, not both. Vehicle mileage is only used when a personal vehicle is driven to and from the meeting location. The IRS rate accounts for fuel and vehicle costs. Fuel expenses may only be reimbursed when a rental car is used.