



## Texas District of the Institute of Transportation Engineers

### STUDENT TRAVEL REIMBURSEMENT REQUEST FORM

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Attended: \_\_\_\_\_ Dates: \_\_\_\_\_

#### ALL REIMBURSEMENT ITEMS MUST BE ACCOMPANIED BY SUPPORTING RECEIPTS!

For all Chapters, the District Board will authorize up to \$900 per Chapter for travel funds to the District meeting site. If the Chapter is located more than 1000 miles round trip from the District meeting site, the District Board will authorize up to \$1500 per Chapter for travel funds. An individual student member within a chapter will not be reimbursed more than \$450. The District will not reimburse students for hotel or meal expenses. The intent of these funds is to allow both the student paper presenter and a student chapter officer to attend. At the Chapter's option, the maximum limit on funding can be applied to the travel costs of more than two students as long as the student paper presenter and a student chapter officer are included and the University Student Faculty Advisor approves. It is recommended that students car-pool together to the greatest extent possible to minimize the total cost and maximize the number of students that can attend within the budget. Please visit [www.texite.org](http://www.texite.org) for additional information.

<u>ITEM</u>	<u>NOTES</u>	<u>AMOUNT</u>
Airline Tickets	Attach receipts	\$ _____
Vehicle Mileage*	Multiply the number of miles _____ by the IRS rate (54 cents/mile for 2016)	\$ _____
Rental Car*	Attach receipts	\$ _____
Fuel**	Attach receipts	\$ _____
Parking/Tolls	Attach receipts	\$ _____
Other Ground Transportation	Attach receipts	\$ _____
Other Expenses	Must be accompanied by an explanation Attach receipts	\$ _____
<b>Total Reimbursement Requested</b>		<b>\$ _____</b>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to the TexITE Secretary-Treasurer at [secretary@texite.org](mailto:secretary@texite.org).**

\* A Chapter 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.