

## **Public Defender Stipend Out of Town Reimbursement Policy**

Thank you for attending our seminar. Here is some information about how to seek reimbursement for your seminar related expenses. Note that reimbursement is only for travel outside of your residing city.

1. Public Defender Expense Cap: Expenses are capped at the amount shown on your reimbursement form. This includes lodging, transportation and meals.
2. Keep all ITEMIZED receipts: Please attach them to the reimbursement form in order to be reimbursed. Missing itemized receipts for items will be disallowed.
3. Third party bookings: TCDLA will NOT reimburse for any 3<sup>rd</sup> party bookings. This is a company or person that is indirectly involved and is not the principal party of the arrangement such as; expedia, orbitz, hotels.com, priceline, kayak, Travelocity, hotwire, cheapoair, Airbnb, etc.
4. Transportation: TCDLA will reimburse reasonable and necessary out of town transportation. Itemized receipts not turned in with required information will be disallowed.
  - a. Airfare: TCDLA does not pay for business class air travel or third party bookings. Airline ticket must be purchased a minimum of 2 weeks from the date of departure. Reimbursement for air travel shall not exceed the commercial air coach rate. Receipts must be itemized to show airfare base rate, detail of taxes, any other fees and payment method must be shown on the receipt.
  - b. Mileage Reimbursement: When seeking mileage reimbursement for personal car use, .655 cents per mile will be reimbursed per our policy. Mileage between destination points must be calculated using MapQuest ([www.mapquest.com](http://www.mapquest.com)). Supporting documentation for mileage must include a printout from the mapping website showing, at a minimum, the city and state of the duty points. The printout must be sufficiently detailed for TCDLA to verify the number of miles. Mileage may NOT be calculated using odometer readings. The number of reimbursable miles may not exceed the number of miles of the most cost-effective reasonably safe route between two duty points. In determining the most cost-effective reasonably safe route, TCDLA may consider the route that provides the shortest distance, the quickest drive time or the safest road conditions. Travel within a city or to its airport is not reimbursed. Travel must be between cities in Texas. No gasoline receipts can be reimbursed for usage of a personal car.
  - c. Parking and tolls: Receipts for tolls and parking must be itemized to show charges and amount paid with date. Hotel and airport valet parking is not reimbursable. Valet parking is only acceptable if self-parking is not available at the hotel. Airport parking receipts must show check in and check out dates and amount paid and must be. Tips are not reimbursable.
  - d. Taxi/Uber: Receipts must be itemized to show date, details of charges, taxes if applicable, and destination, tips are not reimbursable. Taxi and uber fares are reimbursable to and from airport only.
  - e. Other transportation: Other forms of transportation not outlined here MUST be preapproved.
5. Lodging: TCDLA will make your hotel arrangements. Please contact the seminar

coordinator about which nights you need for lodging during the seminar. TCDLA will pay hotel room and tax for number of days and the rate listed on your personalized reimbursement form. Please present your credit card to the hotel for food and incidentals at check in. Should you need to make your own hotel arrangements note that we will not reimburse for any third-party bookings. A hotel confirmation received ahead of time before check in is not sufficient backup. You must ask for a paid receipt at checkout and it must include, hotel name, dates of stay, hotel base rate, taxes, parking fees (if applicable), and payment method must be shown. Itemized receipts not turned in with required information will be disallowed.

6. Meals: TCDLA will pay for meals for the number of days noted on your personalized reimbursement form maxed at **\$41** per day. No reimbursement for meals provided by TCDLA. Receipts must be itemized showing details including: meal description, cost, taxes, name of establishment and date. Example below, Both of these types of receipts must be submitted, one shows the itemization required the other shows proof of payment. Turning in only left side will be disallowed as this is not an itemized receipt. Tips and alcoholic beverages or grocery store purchases will also be disallowed.

<p>Harvest Moon 12125 N Oracle Rd D5 Tucson, AZ 85739 TEL: 520-825-5351 www.harvestmoontucson.com</p> <p>CARD TYPE : MC CARD HOLDER : <span style="background-color: black; color: black;">XXXXXXXXXX</span> CARD NUMBER : <span style="background-color: black; color: black;">XXXXXXXXXX</span> EXPIRATION DATE : XXXX</p> <p>DATE : 2013-11-11 TIME : 1:57:34 PM</p> <p>Invoice# : 00001111 Table# : 805 Server Name : CYNTHIA_LOPEZ</p> <p>Charge Amt\$ : 19.46</p> <p>TIP AMOUNT\$ _____</p> <p>FINAL AMT\$ _____</p> <p>APPROVED : 055712 TRACK # : 3122</p> <p>SIGNATURE : _____</p> <p>----- THANK YOU -----</p> <p>Not itemized Not reimbursable</p>	<p>Harvest Moon 12125 N Oracle Rd D5 Tucson, AZ 85739 TEL: 520-825-5351 www.harvestmoontucson.com</p> <p style="text-align: right;">Re-Printing 1</p> <p style="text-align: center;">Dine In</p> <p>Date: 11-11-2013 Time: 1:23PM # 30 Server: CYNTHIA_LOPEZ TAB#: 805 No of Guest: 2</p> <table border="0" style="width: 100%;"> <tr> <td>1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup</td> <td style="text-align: right;">7.50</td> </tr> <tr> <td>1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup</td> <td style="text-align: right;">8.00</td> </tr> <tr> <td>1 Hot Tea (per pot)</td> <td style="text-align: right;">2.50</td> </tr> <tr> <td></td> <td style="text-align: right;">Amount : 18.00</td> </tr> <tr> <td></td> <td style="text-align: right;">TAX(8.1%) : 1.46</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL : 19.46</td> </tr> </table> <p style="text-align: center;">Thank you very much.</p> <p>Itemized Reimbursable</p>	1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50	1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00	1 Hot Tea (per pot)	2.50		Amount : 18.00		TAX(8.1%) : 1.46		TOTAL : 19.46
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6. TCDLA does not reimburse expenses incurred for tips, gratuities, alcoholic drinks, entertainment, hotel phone calls, or personal expenditures.
7. TCDLA reimburses expenses for our speakers only. We are a non-profit who cannot pay for travel/lodging/meals or other expenses for guests or family members of speakers. We hope you understand. Please let us know before the seminar if this is an issue that prevents you from speaking. Thank you.

Send your receipts and request for reimbursement to TCDLA within 30 days of the seminar for which reimbursement is sought. If you have any questions you may call Cristina Abascal at 512-646-2725 or send an e-mail to [cabascal@tcdla.com](mailto:cabascal@tcdla.com).