



TEXAS CENTER FOR THE JUDICIARY

1210 San Antonio, Suite 800 ■ Austin, Texas 78701
 512-482-8986 or 800-252-9232 ■ 512-469-7664 (fax)

RETIRED APPELLATE JUDGES EDUCATION FUND

REQUEST FOR REIMBURSEMENT OF EXPENSES

Please allow 30 days for processing.

PLEASE MAIL ORIGINALS TO THE TEXAS CENTER. DO NOT FAX.

IDENTIFICATION. Please complete in full.										
First Name				Middle Initial				Last Name		
Title							Court			
Court Address							County			
City/State/Zip							Phone			
ITINERARY. Please complete in full.										
Departed				Date				Time		
Arrived				Date				Time		
Departed				Date				Time		
Arrived				Date				Time		
<i>The Court of Criminal Appeals and the Texas Center for the Judiciary's reimbursement policies govern payment of travel expenses. Personal expenses and tips are not reimbursable. Rental cars must be pre-approved. Third-party Internet booking receipts, such as Expedia and Travelocity, are not valid receipts and will not be reimbursed.</i>										
								FOR INTERNAL USE ONLY		
								\$		
								TOTAL REIMBURSEMENT		
								Verified by		
								Approved by		
MEALS. Meals must be itemized.										
Dates (mm/dd/yy)									Subtotal	
Breakfast	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Lunch	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Dinner	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL MEALS								\$		
								530.71 Meals	\$	
LODGING. Lodging receipt must be attached.										
Dates (mm/dd/yy)									Subtotal	
Lodging	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL LODGING								\$		
								530.72 Lodging	\$	
TRANSPORTATION. Active judges must use court address as their city of origin in calculating travel reimbursement. Assigned/retired judges may use home address.										
Airfare (must be most economical fare available; receipt/copy of ticket is required)								\$	530.74 Airfare	\$
Personal Auto Miles: x .50 cents/mile (____one-way or ____round-trip)								\$	530.75 Mileage	\$
Parking: \$		Tolls: \$		Total Parking/Tolls				\$	530.76 Park/Tolls	\$
Taxi: \$		Shuttle: \$		Total Tax/Shuttle				\$	530.77 Taxi/Rental	\$
Other Travel Expenses:								\$	530.79 Other	\$
Registration Fee (please provide receipt and proof of payment)								\$	530.78 Reg. Fee	\$
TOTAL REIMBURSEMENT								\$		
Please note: Any judge receiving a stipend/supplement from their county should determine whether that money is intended to include travel reimbursement for seminars.										
I CERTIFY THAT: <ol style="list-style-type: none"> 1. The amounts listed are actual expenses paid personally by me for the purpose stated. 2. I have not been nor will I be reimbursed from any other source for any of the expenses listed. 3. This request is correct to the best of my knowledge. 										
Signature:					Date:					
								FOR INTERNAL USE ONLY		