



## STIPEND REIMBURSEMENT INFORMATION 2021 TASC Conference (April 20-22, 2021) Galveston, Texas

- **Stipend Amount:** Each stipend provides up to \$1,000.00 in funding, which shall be used to pay for the conference registration fee (\$300), airfare or mileage, hotel and per diem expenses. Some counties have elected to send more than one person on each stipend, which means that the \$1,000 will be shared.
- **Hotel Reservations:** Stipends recipients are required to make their own hotel reservations. In order to be added to the direct bill at the host/overflow hotels (Hilton/San Luis/Holiday Inn), the reservation has to be under **THE EXACT SAME** name you registered with. It is YOUR responsibility to ensure this is done correctly in order to be added to the direct bill. If the name is different, or if your reservation is under someone else's name, you will be financially responsible for your reservation and then can request reimbursement after the conference.
- **Reimbursement:** Please be advised **CMIT requires itemized meals receipts for reimbursement**. Reimbursement requests **MUST** be submitted by May 22, 2021.
  - Mileage reimbursement rate: 56 cents per mile
  - Per Diem: \$61.00 per day for conference days and \$45.75 for first and last day of travel.

Meals will not be reimbursed if one was provided during the conference.

The following meals will be provided during the conference:

- Breakfast on April 21, 2021
  - Breakfast on April 22, 2021
- **Required Forms:** Please complete and submit the following forms, when you submit your receipts **AFTER THE CONFERENCE**, in order to be reimbursed:
- **Vendor Maintenance Form/Substitute W9:** complete Sections B and C and sign/date at the bottom of page 1. If you want your reimbursement to be **direct deposited** into your account, **also** complete Section D and sign/date page 2. If the reimbursement needs to go to your county or agency, you will need to provide me their W9 and you will not have to complete one for yourself.
  - **Sam Houston State University Authorization of Professional/Consulting Services:** fill in your name, address, and sign/date at the bottom of the page.
  - **Reimbursement Form:** please notate the requested reimbursement totals.