

STIPEND REIMBURSEMENT INFORMATION

2022 TASC Conference (April 11-13, 2022) Corpus Christi, 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.

Note: Changes have been made to the way hotel expenses are handled for stipend recipients. Hotel expenses will need to be covered by the recipient or their unit of government up front and then can be reimbursed by the grant after the conference. State per diem rates for lodging expenses will be followed during the reimbursement process. Please check these rates before booking your rooms. If your reservation is made within the TASC room block, you will be charged the state rate. This rate is not guaranteed if you book outside of the negotiated block.

- **Reimbursement:** Please be advised **CMIT requires itemized meals receipts for reimbursement**. Reimbursement requests **MUST** be submitted by May 13, 2022.

- Mileage reimbursement rate: \$.585 per mile
- Per Diem: \$64.00 per day for conference days and \$48.00 for first and last day of travel.

- **Required Forms:** **Forms will be available on the website April 2022.** 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.