

SPECIALTY COURT RESOURCE CENTER

Stipend Reimbursement Information

2025 TASC Conference • March 24-26, 2025 • Corpus Christi, Texas

Stipend Amount

Each stipend provides up to \$1,050 in funding, which shall be used to pay for the conference registration fee, 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 \$1,050 will be shared.

Registration

Registration will be handled differently this year. Stipend recipients will register on the main conference registration portal; will need to select “stipend attendee” as the registration type and list the OCA registered court number of the court they received the stipend from. **DO NOT make any online payments. Stipend registrations will be covered by grant funds, so individuals do not need to pay upfront.**

Hotel Reservations

Stipend recipients are required to make their own hotel reservations.

- 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 April 26, 2025.

PaymentWorks

This year, instead of completing a paper W9, you will need to set up a profile in PaymentWorks. PaymentWorks is a cloud-based system that enables large and mid-sized organizations to securely exchange information with suppliers to ensure efficiency throughout the invoice to pay process. After the conference, once I receive your reimbursement request, you will receive an email with a link to complete your profile in the system.

Required Forms

Forms will be available on the website March 2025. Please complete and submit the following forms, when you submit your receipts **AFTER THE CONFERENCE**, 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 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.

Expense Reimbursement Guidance

Please remember that reimbursement for expenses cannot exceed the amount that is remaining after registration.

Lodging

- Lodging will be reimbursed up to \$110 (lodging fee) per night, which is the state rate
- City and county tax and other hotel fees will be reimbursed
- State tax **WILL NOT** be reimbursed
- Room service that is on the hotel bill will only be reimbursed if an itemized receipt is provided

Per Diem

- Per Diem: \$68 per day for conference days and \$51 for first and last day of travel
- Itemized receipts are required for reimbursement; reimbursement will not be processed for meals if an itemized receipt is not provided
- Alcohol cannot be reimbursed; please request a separate receipt for food and alcohol
- Tips up to 20% can be reimbursed; will need the itemized receipt and the signed receipt that shows the original total, tip amount, and final amount, to reimburse for tips

Travel

- Mileage reimbursement rate: \$.67 per mile
- Fuel can only be reimbursed if a rental car is used, in addition to the rental car fee.
- Flight upgrades will not be reimbursed