

**INNOVATION EVENT MANAGEMENT
TRAVEL REIMBURSEMENT REQUEST
Post-Incarcerated Summit – MAI 032411**

Mail this completed and signed form with **original, itemized** receipts no later than two weeks following the last day of travel to Marilyn Gordon, Innovation Event Management (IEM), 5508 Highway 290 West, Suite 208, Austin, Texas 78735. Please read this entire form **prior** to scheduling your trip.

- If you live and/or work within 50 miles of the event site, you are not eligible for expense reimbursement.
- Expense reimbursement amounts will not exceed current State of Texas lodging, mileage and per diem rates.
- Non-reimbursable items include valet parking, tips, and Internet access.
- IEM will not provide travel reimbursement to DSHS employees.
- Please allow approximately 30 days from the date IEM receives your original, itemized receipts for reimbursement/payment.
- Please sign and total this form. IEM will return forms submitted without a total and/or signature.
- The deadline for submitting travel reimbursement requests is two weeks following the last day of travel.
- Keep your receipts! Original, itemized receipts are required for reimbursement.

Please contact Marilyn at (512) 358-1000 or marilyn.gordon@iemshows.com with questions.

PLEASE PRINT		
Make reimbursement check payable to:		
Mail reimbursement check to this address: (include complete mailing address)		
Contact Name (if different from above):		
Day Phone:		
Headquarters of Traveler (City, State):		
Trip Departure (from headquarters or home):	Date: March, _____, 2011	Time:
Trip Return (to headquarters or home):	Date: March, _____, 2011	Time:
Purpose of Travel:		
Destination (including address):		

SUMMARY OF EXPENSES		
TRAVEL	Commercial Air (coach fares and lowest refundable rates only)	\$
Original, itemized receipts are required for travel reimbursement. Use www.bing.com/maps/ or personal odometer reading to determine mileage. IEM will reimburse ground transportation (taxi or airport shuttle) only for travel to and from an airport. Other ground transportation expenses must be approved by a DSHS manager.	Airport Parking (economy fare only)	\$
	Airport Shuttle	\$
	Taxicab	\$
	Bus	\$
	Rental Car (economy rates only)	\$
	Personal automobile mileage: _____ miles @ \$.51 per mile	\$
	Personal odometer reading start: _____ Personal odometer reading end: _____	
MEALS	IEM will reimburse only for meals not provided during the event. Original, itemized receipts are required for meal reimbursement. IEM will not reimburse purchases of alcoholic beverages. IEM will reimburse meals purchased during travel status only. If the traveler returns from the trip prior to 8:00 p.m., IEM will not reimburse dinner expenses for that day. If a traveler does not spend the night to attend a meeting, IEM will not reimburse meals for that meeting.	\$
LODGING	Original, itemized receipts are required for lodging reimbursement. IEM will use prevailing State of Texas lodging rates to process reimbursement requests. IEM will reimburse hotel room taxes.	\$
PARKING	Original, itemized receipts are required for parking reimbursement. IEM will not reimburse valet parking expenses.	\$
	_____ days of hotel self-parking @ \$_____ per day	\$
OTHER EXPENSES (including speaker fee, if applicable)	Please describe:	\$
TOTAL REIMBURSEMENT REQUEST		\$

REQUIRED FOR REIMBURSEMENT:		
PRINTED NAME OF TRAVELER	SIGNATURE OF PERSON REQUESTING REIMBURSEMENT	DATE

The deadline for submitting travel reimbursement requests is two weeks following the last day of travel (April 8th, 2011. Mail this completed form with original receipts to Marilyn Gordon, Event Manager, Innovation Event Management, 5508 Highway 290 West, Suite 208, Austin, Texas, 78735.