PRIMARY ELECTION TRAINING EXPENSES
TRAVEL REIMBURSEMENT FORM
TEXAS ADMINISTRATIVE CODE, §81.126
(Please Type or Print Information)

Document No.

COUNTY _____ PARTY _____

COUNTY CHAIR'S NAME_____ TRAVELER'S NAME (If different) _____

COUNTY CHAIR'S MAILING ADDRESS_____

CITY _____, TEXAS   ZIP CODE _____

CHAIR'S WK PHONE (_____) _____ CHAIR'S CELL/HM PHONE - Required (_____) _____

CHAIR'S E-MAIL ADDRESS - Required _____   FAX (_____)_____

https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php

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Travel Expense

Departure city: _____to Austin   Automobile mileage ——————— @ .65.5¢ per mile (per state mileage guide) _____
                                                              roundtrip miles

Roundtrip Air Fare to Austin (receipt required) $_____

		SOS Use Only
Travel Expense (Mileage or Air Fare computed from above).. $_____		$ _____
Hotel ($158.00 max. plus tax, receipt required).. $_____		$ _____
Airport Transfers or Parking (receipt required)... $_____		$ _____
Total Cost.. _____		$ _____

Secretary of State Approval_____

I, _____, County Chair of the

_____ Party in _____ County, Texas, do solemnly swear that

the foregoing facts and costs are true and accurate costs of attending the Secretary of State's Biennial Election

Law Seminar for County Chairs.

County Chair: _____

Date: _____

The State of Texas

County of _____

Please Return completed form along with supporting documents to: efmadmin@sos.texas.gov, Secretary of State, Election Funds Management, P. O. Box 12060, Capitol Station, Austin, Texas 78711-2060, or fax to 512.463.7552.

PRIMARY ELECTION TRAINING EXPENSE GUIDELINES:

Travel is covered for one person from each county's party or that chair's designee with the chair's signature.

Mileage: Calculate the number of miles traveled by using your vehicle odometer or the approved MapQuest mapping website times the current rate per mile found at: https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php.

The current state rate for hotel rates per night in Austin is $158 plus applicable taxes.

Overnight lodging for **two nights** is approved for counties that are **more than 200 miles distant** from Austin per MapQuest.

Non-Payable expenses for the county chair seminar are meals, beverages, tips, valet parking, and car rental unless prior approval has been received.

All travel forms must be submitted within 60 days of travel for reimbursement.