

TRAVEL CERTIFICATION

Rev (01/2018)

Texas Department of Public Safety Division of Emergency Management

You will be reimbursed your travel costs for attending this seminar at rates established by the DPS Travel Regulations. Transportation allowance is .54 cents per mile for use of your personally-owned vehicle, or actual cost of commercial air transportation. Air transportation should be obtained at the lowest available airfare. Mileage reimbursement is calculated using Map Quest. You may be reimbursed for the actual cost of lodging not to exceed \$93.00 per day plus tax (FY2018 TDEM rate; participants will bear the cost of meals.). **To receive reimbursement, you must submit actual receipts or invoices.**

In order to process a voucher reimbursing your travel costs and comply with Internal Revenue Service (IRS) requirements, provide the following information: (PLEASE COMPLETE ENTIRE FORM & PRINT CLEARLY)

REPRESENTING CITY/COUNTY OF:

NAME: _____ TITLE: _____
 ADDRESS: _____ CITY: _____ ZIP: _____
 Home Business Is this a new address? YES NO (check one)

SOCIAL SECURITY #: _____ BUS. TELEPHONE #: _____
 (Use complete SSN)

EMAIL ADDRESS: _____ COURSE NAME: _____

COURSE CODE: _____ VENUE LOCATION: _____

ADDRESS: _____

Transportation	Lodging	DEM ACCOUNTING USE ONLY
Personal Vehicle From (home city): To (course city): Mon. / Tue. / Wed. / Thur. / Fri. / Airline: (Attach Receipt)	Arrival Date: / / Depart. Date: / / Is this training course > 200 miles driving distance from your home address? Yes No	
Adjunct Faculty Only		
Departure Date/Time:	Arrival Date/Time:	
Remarks (use this section to explain irregularities in travel submission):		
I certify that the travel was performed and that the account is true, correct and unpaid.		
Signature of Payee	Date	

A copy of this completed form together with your lodging receipt will be attached to your reimbursement warrant. In the event you receive travel expense reimbursements exceeding \$600.00 in any one calendar year, the Department of Public Safety will be required to provide the information to the IRS on Form 1099-MISC. You may use a copy of this certification, along with lodging receipts, to serve as documentation to identify the amount reported on the IRS Form 1099-MISC as reimbursement for travel expense.