



## East Texas Gulf Coast Regional Trauma Advisory Council Board Member Request for Travel Reimbursement

**This form must be submitted to the RAC office by the first Friday of the month prior to travelling to be approved at the BOD meeting. Refer to the RAC Travel SOP located [https://irp.cdn-website.com/1f005d4d/files/uploaded/Travel\\_Policy\\_12\\_09\\_25.pdf](https://irp.cdn-website.com/1f005d4d/files/uploaded/Travel_Policy_12_09_25.pdf)**

Name of Board Member:

Date Submitted for Approval:

### Travel Details

Purpose of Travel:

Destination:

Start Date:

End Date:

### Estimate of Expenses

Airfare:

Lodging

(Lowest rate between actual cost and Federal Domestic Maximum Per Diem Rates, excluding taxes)

Meals for Overnight Travel:

(Lowest rate between actual cost and Federal Domestic Maximum Per Diem Rates, excluding taxes)

Mileage for Personal Vehicle: (Based on IRS current reimbursement rate)

Transportation:

Parking / Tolls:

**Total Reimbursement Requested:**

Signature:

Date:

### Board Approval:

Date Discussed at Board Meeting:

Date Approved:

Signature Executive Board Member:

**Upon completion of travel, you must submit a completed expense report and include original receipts for all hotel, airline tickets, meals, parking / tolls within 30 days of travel. Review the Travel Policy SOP for examples of non-eligible incidental expenses.**