

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

Document No.
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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 (\_\_\_\_) \_\_\_\_\_

<http://www.cpa.state.tx.us/comptrol/texastra.html>

**Travel Expense**

Departure city: \_\_\_\_\_ to Austin Automobile mileage \_\_\_\_\_ @ .575¢ 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** (\$135.00 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 Fourteenth Biennial  
Election Law Seminar for County Chairs.

County Chair: \_\_\_\_\_

Date: \_\_\_\_\_

The State of Texas

County of \_\_\_\_\_

**Please Return to: Secretary of State, Election Funds Management, P. O. Box 12060, Capitol Station, Austin, Texas 78711-2060  
or fax at 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.state.tx.us/fm/travel/travelrates.php>.

The current state rate for hotel rates per night in Austin is \$135 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.**