

Quality Texas Foundation

Instructions for Site Visit Reimbursement Form

Thank you so very much for taking your time to participate in a Site Visit. We hope it is a great learning experience for you.

The Applicant is responsible for all expenses related to the Site Visit.

Quality Texas will send a check to each Team Member after the Team Leader provides the completed/signed Reimbursement Forms. We then send the receipts to the Applicant for reimbursement. Your personal information will be redacted prior to sending to the Applicant.

Please note that the actual receipts will be provided to the Applicant's Accounting Department, so our records need to be complete. I have provided a few tips to ensure there are no delays in receiving your reimbursement.

1. Immediately after the Site Visit, complete and sign the Site Visit Reimbursement Form and return to your Team Leader for approval (for those who were on the physical site visit).
2. Print clearly to ensure I have your correct mailing address to mail the check.
3. Mileage will be based on the government rate.
4. Use Google Maps or similar for the round-trip mileage from your home to the hotel.
5. Attach the page of the Google Map that shows the mileage to your Form.
6. Airfare, taxi, and rental car must be pre-approved by Dr. Mac. The Application makes arrangements and pays for your hotel stay.
7. Please consult with Dr. Mac before making flight arrangements to and then the Team Leader to ensure your arrival and departure times correspond with the required meetings.
8. Always get a refundable airfare, once approved) in the event there is an unavoidable change.
9. Please attach the detailed receipts for your reimbursement. A credit card receipt with a total is not enough. The receipt needs to reflect what was purchased.
10. Your out-of-pocket expenses to be reimbursed should be limited to the travel to and from the location and meals during this travel time.
11. All meals during the site visit will be provided by the Applicant.
12. Consumption of alcohol is not allowed on the site visit at any time. Therefore, no receipt should contain a charge for alcohol.
13. Please be considerate of the Applicant when purchasing meals.

Thank you again for participating in the Application Process and for being a part of the QTF Family!

If you have questions or need more information, please contact Lin Wrinkle-McGuire at linwrinkle@quality-texas.org (512) 818-3901.