

IMPROVING OUTCOMES FOR YOUTH  
IN THE JUVENILE JUSTICE SYSTEM:  
**A 50-STATE FORUM**

**The Council of State Governments Justice Center  
Attendee Travel Expense Claim for 50-State Forum**

<b>Hotel, Meals, and Airfare</b>		
Hotel:	Group rate at meeting hotel	Hotel cost will be directly billed to CSG Justice Center (CSGJC), no reimbursement required. Incidentals will not be reimbursed.
Meals:	Per diem – Austin, Texas Full Day - \$59; Travel Day – 44.25 (75% of \$59) Meals furnished will be subtracted from daily per diem rates.	Subtract the following amount for meals furnished from daily per diem: Breakfast – \$13 Lunch – \$15 Dinner – \$26 No receipts required
Airfare:	Lowest coach available fare	Flights booked through the CSGJC travel agent will be directly billed to CSGJC with no reimbursement required. CSGJC will not reimburse for flights not booked through the CSGJC travel agent, flight cancellations, flight changes, extraneous fare costs such as additional leg room, baggage fees, and/or upgrades to business or first class.
<b>Ground Transportation: Total reimbursement not to exceed \$100 (unless prior approval)</b>		
Taxi/shuttle related to travel to and from the airport:	Actual cost	Receipt required

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Personal car:	\$0.575 cents/mile (can only be claimed if not requesting gas)	Map showing mileage required
Parking and tolls:	Actual cost	Receipts required
Gas:	Actual cost (can only be claimed if not requesting mileage)	Receipts required
Rental car/car service:	Must have prior agreement with CSGJC logistics staff	CSGJC will not reimburse for rental cars booked without prior approval
<b>Other Expenses</b>		
Other expenses:		CSGJC will not reimburse for other expenses

**NOTE:** Reimbursement forms and all receipts must be received within 30 days of travel. Do not use white-out on the reimbursement form. If you make a mistake, mark through it once then initial the correction. Per-diem amounts for the first and last calendar day of travel are calculated at 75 percent. Furnished meals must be deducted from per-diem rates. Travel must be for 12 hours and more than 50 miles away from your official station to be eligible for per diems.

**NOTE:** A pre-filled reimbursement form with daily per-diem rates, with meals provided at the forum already deducted, is attached. Guests who will travel to the event on Sunday, attend the full day's events on Monday, and travel home on Tuesday should use this form for their reimbursement claim, adding additional costs incurred for ground transportation. If alternate travel has been approved by the CSG Justice Center, please use the above instructions to calculate per-diem rates. Attendees who only attend the forum for one day should adjust their claim accordingly. The CSG Justice Center will not reimburse for any travel expenses outside of November 8-10 unless attendees have received prior approval.

**EMAIL THIS COMPLETED FORM WITH SCANNED RECEIPTS TO:**

[50-stateforum@csgjusticecenter.org](mailto:50-stateforum@csgjusticecenter.org)

OR mail the form with original receipts to:



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