



Traveling with Joy

How to Complete the ACC-350

Objectives

- Setting up the form as a template
- Determining what needs to be on the form
- Obtaining approvals



This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.

ACC-350 – Creating a template

- Section 1 – setting up your template
 - Type of Travel
 - Payment Method
 - Name
 - Payee Number
 - Position/Title
 - Fund
 - Dept
 - Program
 - PCA
 - Project
 - AY
 - Location
 - Place of Employment
 - Designated HQ

		<h2>Travel Services Request</h2>						TEXAS JUVENILE JUSTICE DEPARTMENT				
Instructions: <ul style="list-style-type: none"> • If you are requesting a travel advance, you must submit this completed form to the business office at least 5 work days before the first day of travel. • Except when travel is required for an emergency response, you will not be eligible for a travel advance if you fail to meet the 5-work-day requirement. 												
SECTION 1: Traveler Information												
Type of Travel: 			<input type="checkbox"/> In-State Travel <input type="checkbox"/> Out-of-State Travel <input type="checkbox"/> Moving Expenses			Payment Method: 			<input type="checkbox"/> Travel Advance (field staff only) <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Central-Billed Travel Account <input type="checkbox"/> Individual-Billed State Credit Card			
Date		Name				Payee Number		Position/Title				
Fund	Dept.	Program	PCA	AY	Location	Project	Place of Employment	Designated HQ (City)	Dates of Travel			
Destination					Justification for Travel (Attach additional pages as needed)							

ACC-350 example

	<h2 style="margin: 0;">Travel Services Request</h2>	<p style="margin: 0;">TEXAS JUVENILE JUSTICE DEPARTMENT</p>
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- Instructions:**
- If you are requesting a travel advance, you must submit this completed form to the business office at least 5 work days before the first day of travel.
 - Except when travel is required for an emergency response, you will not be eligible for a travel advance if you fail to meet the 5-work-day requirement.

SECTION 1: Traveler Information									
Type of Travel: <input checked="" type="checkbox"/> In-State Travel <input type="checkbox"/> Out-of-State Travel <input type="checkbox"/> Moving Expenses			Payment Method: <input type="checkbox"/> Travel Advance (field staff only) <input checked="" type="checkbox"/> Personal Credit Card <input type="checkbox"/> Central-Billed Travel Account <input type="checkbox"/> Individual-Billed State Credit Card						
<i>Date</i>		<i>Name</i>			<i>Payee Number</i>		<i>Position/Title</i>		
[REDACTED]		Joy Coward			7005774788		Executive Assistant II		
<i>Fund</i>	<i>Dept.</i>	<i>Program</i>	<i>PCA</i>	<i>AY</i>	<i>Location</i>	<i>Project</i>	<i>Place of Employment</i>	<i>Designated HQ (City)</i>	<i>Dates of Travel</i>
0001	BA060	253	30000	2025	AUS	[REDACTED]	Central Office	Austin, TX	[REDACTED] – [REDACTED]
<i>Destination</i>					<i>Justification for Travel (Attach additional pages as needed)</i>				
[REDACTED]					[REDACTED]				

ACC-350 – Using the Form

- Section 1
 - Date
 - Dates of Travel
 - Destination
 - Justification for Travel

		<h2>Travel Services Request</h2>						TEXAS JUVENILE JUSTICE DEPARTMENT						
Instructions: <ul style="list-style-type: none"> • If you are requesting a travel advance, you must submit this completed form to the business office at least 5 work days before the first day of travel. • Except when travel is required for an emergency response, you will not be eligible for a travel advance if you fail to meet the 5-work-day requirement. 														
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Date		Name				Payee Number		Position/Title						
[]		[]				[]		[]						
Fund	Dept.	Program	PCA	AY	Location	Project	Place of Employment	Designated HQ (City)	Dates of Travel					
[]	[]	[]	[]	[]	[]	[]	[]	[]	[] - []					
Destination					Justification for Travel (Attach additional pages as needed)									
[]					[]									

ACC-350 – Using the Form (cont'd)

- Section 2
 - Potential expenses
 - Per diem rates | GSA*
 - Meals
 - Travel days & rate
 - Other day(s) & rate

SECTION 2: Complete this section to receive a travel advance or travel approval:

Meals (first & last days):	# days		@	\$		= \$	0.00
Meals (other days):	# days		@	\$		= \$	0.00
Mileage:	# miles		@	\$	0.59	= \$	0.00
Lodging:	# nights		@	\$		= \$	0.00
Lodging Taxes:	# nights	0	@	\$	0.00	= \$	0.00
						← 15% of lodging rate	
Registration (only if paid with personal funds):				\$		= \$	0.00
Other (e.g., fuel for rental, parking, shuttle/taxi, moving expenses)				\$		= \$	0.00
						for:	
						Total Estimated Expense:	\$ 0.00
						(Press Tab key to calculate)	
						Authorized Travel Advance Amount:	\$ 0.00
						x 80%	
						Must be at least \$50 to qualify	

Advances are authorized for **field staff only** and only for travel that requires overnight stay outside the employee's designated headquarters.

Travel advance not authorized if using personal or state credit card



Meals & Incidental Expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter Results...

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00

ACC-350 – Using the Form (cont'd)

- Section 2

- Mileage

[Rental Vehicle vs. Mileage Reimbursement Calculator](#)

- Lodging

- Nights & Rate

SECTION 2: Complete this section to receive a travel advance or travel approval:

Meals (first & last days):	# days		@	\$		= \$	0.00	
Meals (other days):	# days		@	\$		= \$	0.00	
Mileage:	# miles		@	\$	0.59	= \$	0.00	
Lodging:	# nights		@	\$		= \$	0.00	
Lodging Taxes:	# nights	0	@	\$	0.00	= \$	0.00	
Registration (only if paid with personal funds):							\$	0.00
Other (e.g., fuel for rental, parking, shuttle/taxi, moving expenses)							\$	0.00
							Total Estimated Expense: \$	0.00
							(Press Tab key to calculate)	x 80%
							Authorized Travel Advance Amount: \$	0.00
							Must be at least \$50 to qualify	

Advances are authorized for field staff only and only for travel that requires overnight stay outside the employee's designated headquarters.

Travel advance not authorized if using personal or state credit card



Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

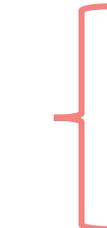
Primary destination ⓘ	County ⓘ	2024		2025									
		Oct	Nov	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Austin	Travis	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173	\$173

Showing 1 to 1 of 1 entries

ACC-350 – Using the Form

- Section 3
 - Additional expenses
- Section 4
 - Approvals
- Section 5
 - Additional approvals

SECTION 3: Complete this section for airline travel or car rental to be charged directly to a TJJJ centrally billed account					
Airline: _____			★	Amount: \$ _____	
Car Rental Vendor: _____				Amount: \$ _____	
SECTION 4: Approvals					
Employee		Supervisor		Chief Local Administrator (optional)	
Signature	Date	Signature	Date	Signature	Date
Department Budget Approval (Optional)			Business Manager (for field staff only)		
Signature	Date	Signature	Date	Signature	Date
SECTION 5: Additional Approvals for Out-of-State and Foreign Travel					
Division Director (out-of-state and foreign travel)		Chief Financial Officer or Designee (foreign travel only)		Executive Director or Designee (foreign travel only)	
Signature	Date	Signature	Date	Signature	Date



Reminder



**This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.**

**Thank you for
watching!**

For questions:

- Regarding the training video, contact John Kinsey
- Regarding the Travel Policy, contact Christi Goods or Sylvia Perez



Traveling with Joy

How to Complete the ACC-368 & ACC-369

Objectives

- ACC-368
 - When and how to use
- ACC-369
 - When and how to use



This is not a replacement for the travel policy.
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ACC-368 – When to Use

- Contract Services
 - Enterprise, National, or Hertz (rental cars)
 - American, Delta, or Southwest Airlines (flights)
- Travel Agency
 - National Travel Systems
gov@nationaltravelsystems.com
- TRV.03.05 – Employee Travel, Reservations

If you do NOT use these vendors, then the ACC-368 is required.

	Certification Form: Contract Travel Services Exceptions	TEXAS JUVENILE JUSTICE DEPARTMENT
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Traveler Name: _____ Dates of Travel: _____
Vendor Name(s)*: _____

*If the same exception applies to more than one vendor, enter each vendor's name above.

The traveler must attach this form to the travel voucher when:

- a non-contract travel service or vendor is used (e.g., hotel is booked directly with the hotel instead of through Hotel Engine; hotel is booked through travel agency as part of a bundle; non-contract car rental or airfare is purchased); or
- rental car expense or airfare with a contracted vendor exceeds the contract rate.

When exception (1) or (2) below is selected, the traveler must attach additional documentation to verify the reason for the exception.

- For lodging, the additional documentation must include one or more screen clippings or photographs of the Hotel Engine site showing the higher lodging rate or the unavailability of a hotel in the area.
- For car rentals or airfare, the additional documentation must include one or more screen clippings or photographs or other documentation (e.g., email from travel agency) showing the cost comparison or the unavailability of contract travel services for the trip.

ACC-368 – How to Use

- Contract Services Exceptions
 - Fill in the top section with the traveler’s name, travel dates, and vendor name(s)
 - Select a reason for exception



	Certification Form: Contract Travel Services Exceptions	TEXAS JUVENILE JUSTICE DEPARTMENT
--	--	--

Traveler Name: _____ Dates of Travel: _____
Vendor Name(s)*: _____

*If the same exception applies to more than one vendor, enter each vendor’s name above.

- (1) **Lower Overall Cost of Travel.** Prices lower than the contracted travel services prices may be available through the use of fourteen-day or other advanced reservations programs, promotional price reductions, booking directly with the vendor, or other methods that provide a lower overall cost of travel.
- (2) **Unavailability of Contract Travel Services.** The contracted travel services are not available during the time or at the location necessary for the business purpose; or the contracted vendor does not provide for the service required; or the contracted vendor is unable to provide the contracted travel services due to a force majeure event.
- (3) **Special Needs.** The traveler’s health, safety, physical condition, or disability requires accommodations, including medical emergency or other necessary services, not available from a contracted travel services vendor.
- (4) **Custodians of Persons.** The traveler has custody of a person pursuant to statute or court order and the traveler is required to provide a degree of security and safety that is not available from contract travel service vendors.
- (5) **In Travel Status.** The traveler is in the course of travel and changes in scheduling render the use of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contracted travel service rates.
- (6) **Group Program.** The traveler is using a group program wherein reservations are made through a required source to obtain a particular rate or service.
- (7) **Emergency Response.** The traveler is responding to a public health or safety emergency situation, and the use of contracted travel services is not available or will result in an unacceptable delay.
- (8) **Legally Required Attendance.** The traveler is required by a court, administrative tribunal, or other entity to appear at a particular time and place without sufficient notice to obtain contracted travel services.

NOTE: This form and any required documentation must be attached to the travel voucher for reimbursement.

ACC-368 – How to Use

- Contract Services Exceptions
 - Additional support documentation required for #1 and #2
 - No signatures required

When exception (1) or (2) below is selected, the traveler must attach additional documentation to verify the reason for the exception.

- For lodging, the additional documentation must include one or more screen clippings or photographs of the Hotel Engine site showing the higher lodging rate or the unavailability of a hotel in the area.
- For car rentals or airfare, the additional documentation must include one or more screen clippings or photographs or other documentation (e.g., email from travel agency) showing the cost comparison or the unavailability of contract travel services for the trip.

Only select one reason.

- (1) **Lower Overall Cost of Travel.** Prices lower than the contracted travel services prices may be available through the use of fourteen-day or other advanced reservations programs, promotional price reductions, booking directly with the vendor, or other methods that provide a lower overall cost of travel.
- (2) **Unavailability of Contract Travel Services.** The contracted travel services are not available during the time or at the location necessary for the business purpose; or the contracted vendor does not provide for the service required; or the contracted vendor is unable to provide the contracted travel services due to a force majeure event.

ACC-369 – When to Use

- Hotel Engine
 - Rates are above GSA

	Request to Increase Maximum Lodging Rate	TEXAS JUVENILE JUSTICE DEPARTMENT
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Must be submitted to the executive director or designee for approval prior to travel except in cases of emergency travel (less than 24 hours' notice) or for personal safety concerns.

Name(s) of Traveler(s)		
Designated Headquarters of Traveler(s)	Check-In Date	Check-Out Date
Central Office		
Name of Lodging Establishment	Rate Requested	Agency/Federal Max.
City (Duty Point)	County	State

Reason for Request

- Emergency Travel**
Check this box if you are notified of the requirement to travel less than 24 hours in advance. Please provide an explanation in the box below.
- No Safe Lodging Available**
Check this box if it is determined that no safe lodging is available for less than, or equal to, the maximum lodging reimbursement rate for the duty point. Please provide an explanation in the box below.
- Decreased Total Cost**
Check this box if it is determined that approval of the request would result in a decreased total cost of travel. Document cost savings to the state by completing calculation table and providing explanation on second page.
- Other**
For any other business reason(s), document all relevant circumstances below.

ACC-369 – When to Use

- Hotel Engine
 - Rates are above GSA

Fairfield Inn & Suites Austin Downtown
2.5-star hotel • 0.7 mi away
★ 4.4 Great (120 reviews)
Eco-friendly

Free breakfast options
Refundable rooms

\$224
Over GSA rate: \$187
\$266 total w/ taxes & fees
Choose room

Moxy Austin - University
3-star hotel • 1.6 mi away
★ 4.4 Great (809 reviews)

Free breakfast options
Refundable rooms

\$209
Over GSA rate: \$187
\$246 total w/ taxes & fees
Choose room

Your company booked here 6 times

Hyatt House Austin/Downtown
3.5-star hotel • 0.4 mi away
★ 4.3 Great (1,499 reviews)

Free breakfast options
World Of Hyatt
Refundable rooms

HE DIRECT
\$203
Over GSA rate: \$187
\$239 total w/ taxes & fees
Choose room

ACC-369 – How to Use

- Traveler information
 - Traveler information
 - Traveler’s name
 - Headquarters
 - Hotel name
 - Hotel City, County & State
 - Check in/out dates
 - GSA rate vs. hotel rate
- Reason for Request
 - Select one reason
 - Other – type justification
- Up to four (4) travelers on one form

	Request to Increase Maximum Lodging Rate	TEXAS JUVENILE JUSTICE DEPARTMENT
---	---	--

Must be submitted to the executive director or designee for approval prior to travel except in cases of emergency travel (less than 24 hours' notice) or for personal safety concerns.

Name(s) of Traveler(s)		
Designated Headquarters of Traveler(s)	Check-In Date	Check-Out Date
Central Office		
Name of Lodging Establishment	Rate Requested	Agency/Federal Max.
City (Duty Point)	County	State

Reason for Request

Emergency Travel
Check this box if you are notified of the requirement to travel less than 24 hours in advance. Please provide an explanation in the box below.

No Safe Lodging Available
Check this box if it is determined that no safe lodging is available for less than, or equal to, the maximum lodging reimbursement rate for the duty point. Please provide an explanation in the box below.

Decreased Total Cost
Check this box if it is determined that approval of the request would result in a decreased total cost of travel. Document cost savings to the state by completing calculation table and providing explanation on second page.

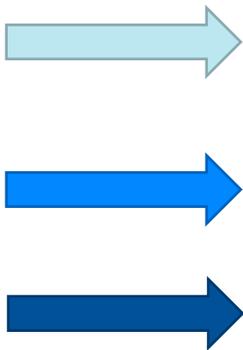
Other
For any other business reason(s), document all relevant circumstances below.

ACC-369 – Approvals

- Signatures
 - Traveler(s)
 - Supervisor
 - Executive Director or Chief Financial Officer

Must be signed/approved prior to travel!

SIGNATURES: Traveler(s) and Agency Representative Must Sign Below	
Traveler 1	Traveler 2
Traveler 3	Traveler 4
Supervisor's Signature	Date
Signature of Executive Director or Designee	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	



Reminder



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Traveling with Joy

How to Make Reservations

Objectives

- How to:
 - Booking airfare
 - Make hotel reservations
 - Renting a car



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Approved Vendors:

see TRV.03.05

American, Delta, and Southwest airlines are approved contract vendors for airfare.

Hotel Engine is an approved contract vendor for hotel reservations. If you do not have an account, you can request access.

Enterprise/National are approved contract vendors for car rentals and will bill the agency directly for any reservations.

Hertz is also an approved contract vendor for car rentals but will require a credit card for the reservation.



Airfare

 **AUS - MFE** | Round Trip | Feb 24-27 | 1 Passenger | [MODIFY](#) | [SIGN UP](#)

AUS ↔ **MFE** | Round Trip | Feb 24 — Feb 27 | 1 Passenger

Austin, TX | Mc Allen Miller Intl, USA

 Book Better. Fly Better.

[Start Over](#) | **1** Trip Summary | [2](#) Review & Pay | [3](#) Confirmation

Trip Summary

Outbound	DL4177 ¹			Nonstop, 1h 29m	▼
Change Flight	AUS ▶ MFE	Mon, Feb 24	11:00am - 12:29pm	Main	
Return	DL4053 ¹			Nonstop, 1h 41m	▼
Change Flight	MFE ▶ AUS	Thu, Feb 27	4:17pm - 5:58pm	Main	

[Changeable / Nonrefundable](#)

Trip Total

[Currency Calculator](#)

1 Passenger

Flights	\$182.66
Taxes, Fees & Charges	\$44.30
Amount Due	\$226.96 USD

[Welcome Offer](#)

Airfare

 **View Seats** [Change Seats](#)

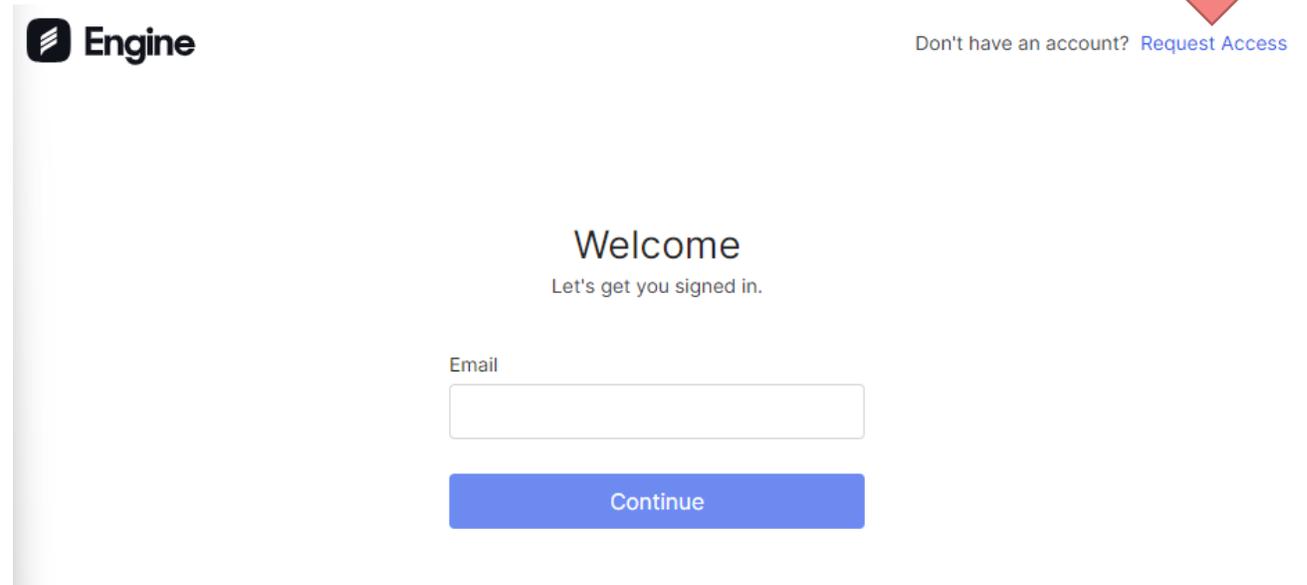
Passenger 1 **14B,13C**

 **Baggage Allowance (Per Passenger)**

Outbound	Carry-On	1st Bag	2nd Bag
AUS - MFE	Free (1 pieces)	\$35.00 USD or 3,500 miles (50lbs/23kg)	\$45.00 USD or 4,500 miles (50lbs/23kg)
Return	Carry-On	1st Bag	2nd Bag
MFE - AUS	Free (1 pieces)	\$35.00 USD or 3,500 miles (50lbs/23kg)	\$45.00 USD or 4,500 miles (50lbs/23kg)

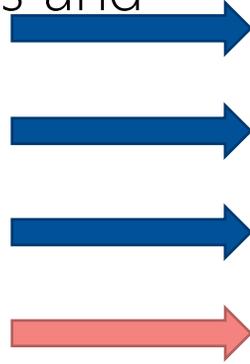
Hotel Reservations

- Hotel reservations can be made via Hotel Engine.
 - Website: [Member Sign In | Engine](#)
- Anyone can get an account.
 - If you are in the field, check with your Business Office first regarding the process at your facility.
- If you don't have an account, you can request one.



Hotel Reservations (cont'd)

- Type in the following information:
 - City or Facility
 - Check-in Date
 - Check-out Date
 - Number of rooms and guests
 - Search



Saved locations

-  **Ron Jackson**
Campus Drive, Brownwood, Texas 76801, USA
-  **Central Office**
11209 Metric Boulevard, Austin, Texas 78758, USA
-  **Evins**
3801 East Monte Cristo Road, Edinburg, Texas 78542, USA

The screenshot shows a mobile application interface for the Texas Juvenile Justice Department. At the top, there is a navigation bar with the department name, 'Book', 'Trips', 'Groups', and 'More' options, along with a notification bell and a user profile icon labeled 'JC'. Below the navigation bar is a search form with four input fields: a location field with a location pin icon and the placeholder text 'Search by city or address', a date field showing 'Nov 5' to 'Nov 6', a room and guest field showing '1 room, 1 guest', and a search button with a magnifying glass icon and the text 'Search stays'.

Hotel Reservations (cont'd)

Texas Juvenile Justice Depa...

3801 East Monte Cristo Road, Edinbur...

Mar 14 - Mar 15

1 Room, 1 Guest



All filters

Sort: Price high to low

Price

GSA or less

Star rating

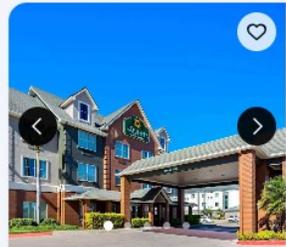
Loyalty eligible

Free breakfast avail.

Free parking avail.

Refundable

12 properties



La Quinta Inn & Suites by Wyndham Pharr North McAllen
2.5-star hotel • 7.8 mi away
★ 4.5 Excellent (898 reviews)

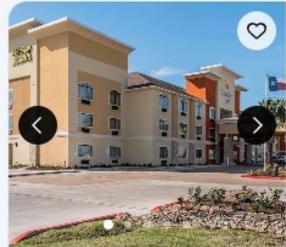
- Free breakfast options
- Free parking options
- Wyndham Rewards
- Refundable rooms

Your company booked here 14 times

HE DIRECT
\$110
GSA rate: \$110

\$124 total
with taxes and fees

Choose room



Mainstay Suites Edinburg
2.5-star hotel • 5.9 mi away
★ 4.2 Great (595 reviews)

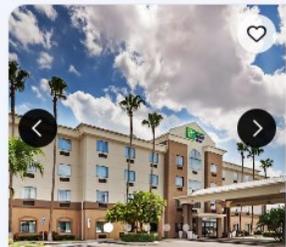
- Free breakfast options
- Free parking options
- Choice Privileges

Your company booked here 2 times

DIRECT
\$110
GSA rate: \$110

\$124 total
with taxes and fees

Choose room



Holiday Inn Express Hotel & Suites Pharr by IHG
2.5-star hotel • 8 mi away
★ 4.3 Great (943 reviews)

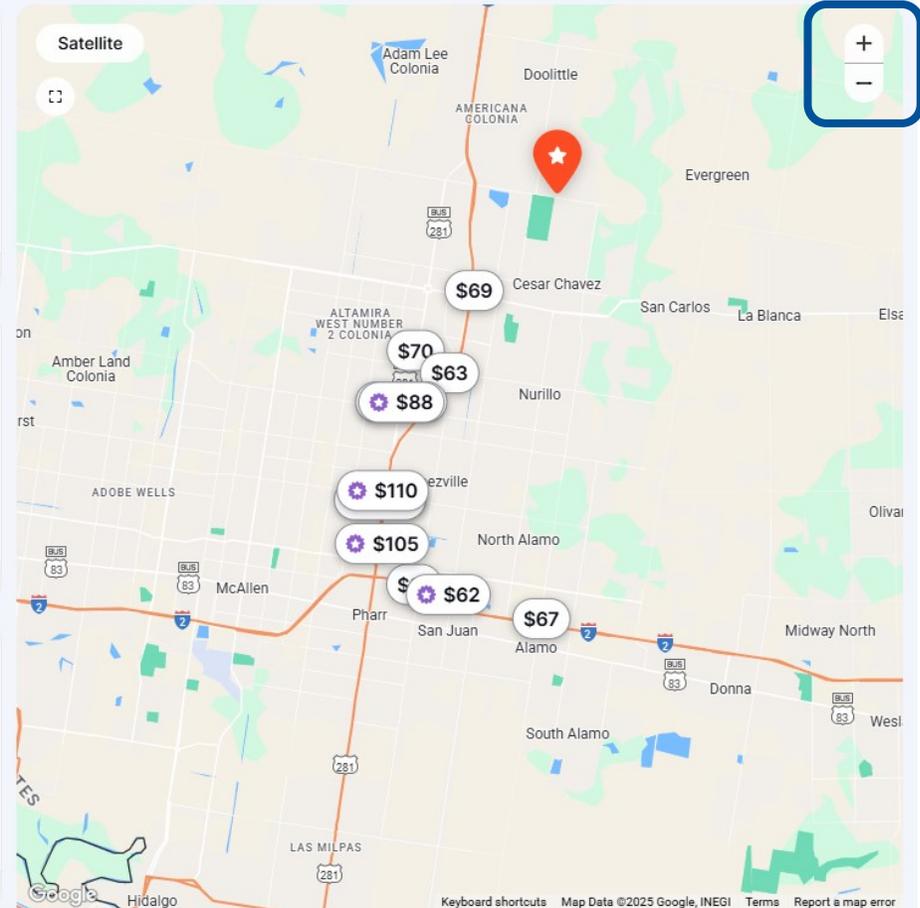
- Eco-friendly
- Free breakfast options
- Free parking options
- IHG Rewards Club

Your company booked here 60 times

HE DIRECT
\$110
GSA rate: \$110

\$124 total
with taxes and fees

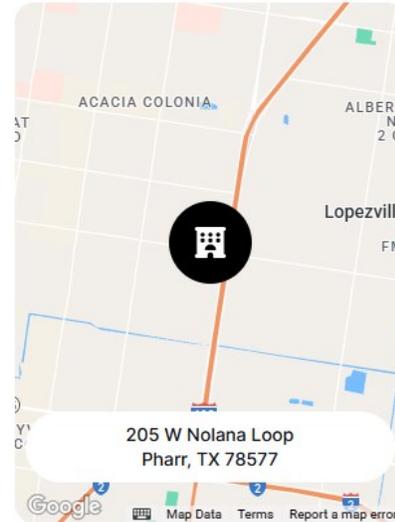
Choose room



Hotel Reservations (cont'd)

Holiday Inn Express Hotel & Suites Pharr by IHG

2-star hotel | IHG Rewards Club | Eco-friendly



Star  Lat \$110

  **Choose a Room**

60x Times your company has booked here

★★★★★
★★★★
★★★
★★
★
943 reviews **4.3** ★ Great

FEATURED AMENITIES



Choose a room

 Mar 14 → Mar 15

 1 room, 1 guest

 Update search

Hotel Reservations (cont'd)

GSA rate Standard Rate Mar **\$110**

Standard 2 Queen Beds
2 Queen beds

- Microwave
- Air Conditioning
- Free WiFi
- Refrigerator

[More details](#)



Non-refundable HE DIRECT

IHG Rewards Club **\$110**

\$124 total
with taxes and fees

[Reserve](#)

Standard Room - Bed type will be assigned at check-in

- Microwave
- Air Conditioning
- Free WiFi
- Refrigerator

[More details](#)



Non-refundable HE DIRECT

IHG Rewards Club **\$110**

\$124 total
with taxes and fees

[Reserve](#)

Hotel Reservations (cont'd)

Book now [Secure your stay in less than 2 minutes](#)



Holiday Inn Express Hotel & Suites Pharr by IHG
205 W Nolana Loop, Pharr, TX, 78577
Pharr, TX

1 room, 1 guest

[Standard 2 Queen Beds](#) [IHG Rewards Club](#)

Who's checking in?

Joy Coward
joy.coward@tjtd.texas.gov [Remove](#)

[Add IHG Rewards Club number](#)

Booking details

CHECK-IN
Fri, Mar 14, 2025 3:00 pm CDT

CHECKOUT
Sat, Mar 15, 2025 12:00 pm CDT

[1 Night](#) [Edit](#)

Pricing details

1 room, 1 night	\$110.00
Taxes and fees	\$14.30
Room total	\$124.30

[Book now for \\$124.30](#)

By completing this booking you agree to the [terms & conditions](#), [privacy policy](#), and [cancellation policy](#).

Hotel Reservations (cont'd)

Payment method Edit

 Joy's personal CC
ending in 5462 | Exp 06/28

Use reward points \$0.00 available

Use travel credit \$0.00 available

Trip information

Department*

Enter Department

Tax Exempt

Select Tax Exempt

Hotel Reservations (cont'd)

Booking details

CHECK-IN
Fri, Mar 14, 2025 3:00 pm CDT

CHECKOUT
Sat, Mar 15, 2025 12:00 pm CDT

1 Night [Edit](#)

Pricing details

1 room, 1 night	\$110.00
Taxes and fees	\$14.30
Room total	\$124.30

 [Book now for \\$124.30](#)

By completing this booking you agree to the [terms & conditions](#), [privacy policy](#), and cancellation policy.

Hotel Reservations (cont'd)

✕
♥ 🖨️ 📅 ↻

DoubleTree by Hilton Austin - University Area

1617 Interstate Hwy 35 N, Austin, TX, 78702

↻ Book again



Confirmation # 94234068

RW Richard Williamson

Your booking

CHECK-IN

Wed, Feb 12, 2025

CHECKOUT

3:00 PM (CST)

Itinerary details

Hotel Confirmation #: 94234068

Hotel Information
 DoubleTree by Hilton Austin - University Area
 1617 Interstate Hwy 35 N, Austin, TX, 78702
 512-479-4000

Trip details

Check-in	Wednesday, 12 Feb, 2025 3:00 PM CST	1 Night	Checkout Thursday, 13 Feb, 2025 12:00 PM CST
Rooms	1		
Guests	1		
Booked by	Joy Coward		
Booked on	11 Feb, 2025		

Room 1

Primary guest	Richard Williamson
Phone	(940)665-0701
Email	Richard.Williamson@rjtd.texas.gov
Room type	Standard 1 King Bed
Confirmation	94234068

Company details

Department	Treatment
Tax Exempt	No

Summary of charges

Billing name	Joy Coward
Payment method	Credit Card
Paid on	11 Feb, 2025

2/12/2025	\$168.30 (GSA rate: \$187)	
1 Room, 1 Night	\$168.30	
Taxes and fees*	\$29.40	
Property charge**	\$4.63	
Total charges	\$202.33	

* Fees are inclusive of Engine overhead costs and incurred hotel and supplier fees. Taxes are charged by the hotel for tax obligations.
 ** These are fees charged by the hotel at the time of booking.

Refund policy

Refundable before Feb 12 at 3pm CST to your original payment method.
 Flex coverage from Feb 12 to Feb 15, receive travel credit for unused nights up to 48 hours after a trip.

Need assistance?

Contact support: 1-800-803-0452
 For faster support, mention G-ALTKSOH

Cancellation policy

[object Object] PolicyCode: Cancellation Amount of the cancellation fee: USD168.30 Deadline: 2025-02-12T15:59:00

Rental Car

The screenshot shows the top portion of the Enterprise website. At the top left is the Enterprise logo. To the right are links for 'Help', 'USD (\$)', 'USA (English)', and 'Find a Location'. A 'SIGN IN / JOIN' button is in the top right corner. Below this is a green navigation bar with three main categories: 'Reservations', 'Vehicles', and 'Locations'. The background of the header features an aerial view of a road with several cars.

This screenshot shows a promotional banner for National Emerald Club. On the left is a vertical navigation menu with links: 'Sign In / Enroll', 'About Emerald Club', 'Reserve', and 'View / Modify'. The main banner area features the National Emerald Club logo and 'ENROLL FOR FREE' and 'SIGN IN' buttons. The background image shows a white SUV, a silver sedan, and a black sedan parked on a white surface with a forest and a cloudy sky in the background. Text on the banner includes 'CAR RENTAL AT THE SPEED OF BUSINESS' and 'Start a Reservation' in a large, stylized font.

This screenshot shows a section of the Hertz website. It features the Hertz logo at the top left and a 'Login/Sign-Up' link at the top right. The main heading is 'Hertz' in a large, bold font, followed by the sub-heading 'WELCOME STATE OF TEXAS TRAVELERS'. Below this is a paragraph of text: 'Hertz is an official provider for the State of Texas and offers new, low rates on business rentals. The contract offers great benefits for State of Texas travelers.'

Rental Car (cont'd)

Reserve a Vehicle or [View / Modify / Cancel Reservation](#)

Pick-up & Return Location (ZIP, City or Airport)*

* Required Field

 Return to a different location (i)

Pick-up*

Return*

Renter Age*

Corporate Account Number (i)

Vehicle Class (i)

[Browse Vehicles](#)

Rental Car (cont'd)



WELCOME STATE OF TEXAS TRAVELERS

Hertz is an official provider for the State of Texas and offers new, low rates on business rentals. The contract offers great benefits for State of Texas travelers.

Benefits for the State of Texas Program.

- Exceptional competitive contract rates
- Unlimited Mileage
- No one-way drop fees within the State of Texas.
- State employee pick-up and drop-off service at all off-airport locations, at no additional charge.
- Loss Damage Waiver is included in the United States, on business rentals only, on all rates.
- Liability protection coverage is offered on business rentals on all rates.
- Minimum rental age of 18 when traveling on state business.
- 24/7 Roadside Service

[Click Here to Rent](#)

Rental Car (cont'd)

Extras included in your reservation (at no additional cost): **Damage Waiver**

Optional Protection Products

Damage Waiver Included with reservation

[Details](#) ✓

✓ **Included**

 Protect your wallet and let us protect the car with this optional coverage! Please review your personal auto insurance policy or credit card for coverage of rental car damage when considering this option!

1: EDIT ITINERARY

2: CHOOSE A CAR

3: MAKE YOUR RENTAL EVEN BETTER

4: REVIEW & BOOK

Continue



Rental Car (cont'd)

Confirm Trip Purpose

Your account is associated with TEXAS JUVENILE JUSTICE DEPT. By checking yes, you acknowledge that you are traveling on behalf of TEXAS JUVENILE JUSTICE DEPT for this rental.

Yes, I acknowledge I am traveling on behalf of TEXAS JUVENILE JUSTICE DEPT

No, I need to [restart my reservation](#) without this account

Billing

I am authorized for billing privileges and am choosing to bill **TEXAS JUVENILE JUSTICE DEPT** for this rental.

Yes

Please provide a billing number.

Enter Billing Number

15101451

No

Rental Car (cont'd)



Additional Details

Place of Employment (Optional)

Central Office 

Rental Car (cont'd)



Reservation Confirmed

Confirmation Number: **2074706725**

Pick-up

Oct 28, 2024
12:00 PM

The Woodlands

26026 Interstate 45
Spring, TX 77386
2813677890

Return

Oct 31, 2024
12:00 PM

The Woodlands

26026 Interstate 45
Spring, TX 77386
2813677890



A Message From TEXAS JUVENILE JUSTICE DEPT

All TYC employees must show their state ID's at the rental counter.



Thank you,

Your Confirmation Number is: **K9374555755**

Don't forget to bring the same credit/debit card used when making your reservation.

We emailed a copy of this confirmation to lacey.evans@tjjd.texas.gov

Service Type: **Gold Counter**

Mobile Gold Alerts are not available at this location.

[Print this page for your records](#)

Thu, Aug 01

5:00 PM

Round Rock - Old Settlers HLE

Thu, Aug 08

8:00 AM

Round Rock - Old Settlers HLE

If you have prepaid for your rental, don't forget to bring the same credit card you used to PrePay when you pickup your car.

Reminder



**This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.**

**Thank you for
watching!**

For questions:

- Regarding the training video, contact John Kinsey
- Regarding the Travel Policy, contact Christi Goods or Sylvia Perez



Traveling with Joy

How to Complete the ACC-323

Objectives

- Setting up the form as a template
- Determining what needs to be on the form
- Obtaining approvals



This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.

ACC-323 – Creating a template

- Section 1 – setting up your template
 - Static information
 - Pay to (Name)
 - Title
 - Headquarters
 - Payee Number
 - Residence City



STATE OF TEXAS

TRAVEL VOUCHER

PAGE ____ of ____

1. ARCHIVE REFERENCE NUMBER	2. Agency Number 644	3. Agency Name TEXAS JUVENILE JUSTICE DEPARTMENT		4. Current Document Number (DOC TYPE) (DOC NUMBER)	
	5. Effective Date	6. Document Date	7. Doc Agency 644	8. Document Amount 1	
9. Pay to				10. Title	
				11. Designated headquarters	
12. Payee Identification Number				13. Residence City	



ACC-323 (continued)

- Section 1
 - Static information (continued)
 - Account
 - Fund
 - Dept
 - Program
 - PCA
 - AY
 - Location
 - Project

710201: In-State Mileage
710501: In-State Incidentals (such as fuel for rentals, parking, tolls, or baggage)
710601: In-State Meals & Lodging
710101: In-State Public transportation (such as Uber, taxi or rental car)



14. sfx	TC	AMOUNT	ACCOUNT	FUND	DEPT	PRGM	PCA	AY	LOC	PROJECT
001	225		710201	0001	BA060	253	30000	2024	AUS	★
002	225		710601	0001	BA060	253	30000	2024	AUS	
003	225		710501	0001	BA060	253	30000	2024	AUS	
004	225									

ACC-332 example

STATE OF TEXAS

TRAVEL VOUCHER

PAGE _____ of _____

1. ARCHIVE REFERENCE NUMBER				2. Agency Number 644		3. Agency Name TEXAS JUVENILE JUSTICE DEPARTMENT			4. Current Document Number (DOC TYPE) (DOC NUMBER) 1	
5. Effective Date				6. Document Date		7. Doc Agency 644	8. Document Amount			
9. Pay to Angela Joy Coward							10. Title Executive Assistant II			
12. Payee Identification Number 7005774788							11. Designated headquarters Central Office			
12. Payee Identification Number							13. Residence City Leander, TX			
14. sfx	TC	AMOUNT	ACCOUNT	FUND	DEPT	PRGM	PCA	AY	LOC	PROJECT
001	225		710201	0001	BA060	253	30000	2025	AUS	
002	225		710601	0001	BA060	253	30000	2025	AUS	
003	225		710501	0001	BA060	253	30000	2025	AUS	

ACC-323 – Using the form

- Document Date (page 1, box 6)
- Service Dates (page 1, box 15)
- Description (page 1, box 16)
- Distribution (page 1, box 17):

TRAVEL VOUCHER PAGE _____ of _____

1. ARCHIVE REFERENCE NUMBER	2. Agency Number 644	3. Agency Name TEXAS JUVENILE JUSTICE DEPARTMENT	4. Current Document Number (DOC TYPE) (DOC NUMBER) 1	
	5. Effective Date	6. Document Date	7. Doc Agency 644	8. Document Amount

15. Service Dates From: <input type="text"/> To: <input type="text"/>	16. Description <input type="text"/>
--	---

- Expense Itemization for In-State Travel

17. DISTRIBUTION						AMOUNT	
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare	<input type="text"/>	Rental Car	<input type="text"/>	Other (choose one)	<input type="text"/>	\$ -
Personal Car Mileage	<input type="text"/>	Miles @ \$0.59					\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)		Meals	<input type="text"/>	Lodging	<input type="text"/>		\$ -
Lodging Taxes:	State:	<input type="text"/>					\$ -
Lodging Taxes:	City:	<input type="text"/>					\$ -
Parking	<input type="text"/>					\$ -	
Other Travel Expenses	<input type="text"/>	Itemize:	<input type="text"/>				\$ -

Please note: If you used your CBT card (agency credit card) for any expense, you do not enter the amount in that field, only "CBT."

ACC-323 (continued)

- Itemized Expenses (page 1, box 17)
 - Personal Car Mileage (get total from page 2)

DATE	Y. RECORD OF TRANSPORTATION AND DUTIES PERFORMED	MILEAGE POINT TO POINT
9/5/2023	Depart Central Office with coworkers. Drive to Edinburg, Texas Check into hotel. Stay overnight.	
9/6/2023	Depart hotel and ride with coworkers to Evins facility. Attend meeting. Return to hotel. Stay overnight.	
9/7/2023	Check out of hotel. Ride back to Austin with coworkers.	
9/27/2023	Depart home in personal vehicle. Drive to Mart facility. Attend meeting. Return home in personal vehicle.	104 105
*Show point-to-point breakdown, including intra-city mileage claims.		

17. DISTRIBUTION							AMOUNT
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare		Rental Car		Other (choose one)		\$ -
Personal Car Mileage	★		Miles @ \$0.59				\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)			Meals		Lodging		\$ -
Lodging Taxes: State:							\$ -
Lodging Taxes: City:							\$ -
Parking							\$ -
Other Travel Expenses		Itemize:					\$ -

ACC-323 (continued)

- Itemized Expenses (page 1, box 17)
 - Personal Car Mileage (get total from page 2)
 - Meals (get total from page 2)

IN-STATE											
a. Leave Headquarters				b. Arrive Headquarters				c. Daytrip Meals - NTE	d. Meals NTE	e. Lodging NTE	f. TOTAL NTE
Date	Hour	Min.	m.	Date	Hour	Min.	m.	Rate	Rate	Rate	Rate
											0.00
											0.00
											0.00
								j.			
Total Per Diem								0.00		k.	0.00

17. DISTRIBUTION							AMOUNT
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare		Rental Car		Other (choose one)		\$ -
Personal Car Mileage		Miles @ \$0.59					\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)	Meals	★		Lodging			\$ -
Lodging Taxes: State:							\$ -
Lodging Taxes: City:							\$ -
Parking							\$ -
Other Travel Expenses	Itemize:						\$ -

ACC-323 (continued)

- Itemized Expenses (page 1, box 17)
 - Personal Car Mileage (get total from page 2)
 - Meals (get total from page 2)
 - Lodging (get total from page 2)

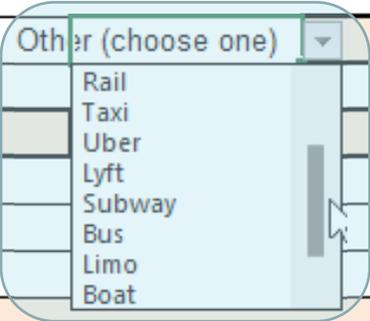
IN-STATE											
a. Leave Headquarters				b. Arrive Headquarters				c. Daytrip Meals - NTE	d. Meals NTE	e. Lodging NTE	f. TOTAL NTE
Date	Hour	Min.	m.	Date	Hour	Min.	m.	Rate	Rate	Rate	Rate
											0.00
											0.00
											0.00
								j.			
Total Per Diem								0.00		k.	0.00

17. DISTRIBUTION							AMOUNT
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare		Rental Car		Other (choose one)		\$ -
Personal Car Mileage		Miles @ \$0.59					\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)	Meals		Lodging	★			\$ -
Lodging Taxes: State:							\$ -
Lodging Taxes: City:							\$ -
Parking							\$ -
Other Travel Expenses	Itemize:						\$ -

ACC-323 (continued)

- Itemized Expenses (page 1, box 17)
 - Airfare, Rental Car, Other (taxi/Uber)
 - Lodging
 - Lodging Taxes
 - Parking
 - Other

17. DISTRIBUTION							AMOUNT
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare		Rental Car		Other (choose one)		\$ -
Personal Car Mileage			Miles @ \$0.59				\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)			Meals				\$ -
Lodging Taxes: State:							\$ -
Lodging Taxes: City:							\$ -
Parking							\$ -
Other Travel Expenses		Itemize:					\$ -



ACC-323 (continued)

- Itemized Expenses (page 1, box 17)
 - Airfare, Rental Car, Other (taxi/Uber)
 - Lodging
 - Lodging Taxes
 - Parking
 - Other

17. DISTRIBUTION							AMOUNT
Expense Itemization for In-State Travel							
Fares, Public Trans (Attach receipt)	Airfare		Rental Car		Other (choose one)		\$ -
Personal Car Mileage		Miles @ \$0.59					\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)		Meals		Lodging			\$ -
Lodging Taxes: State:							\$ -
Lodging Taxes: City:							\$ -
Parking							\$ -
Other Travel Expenses		Itemize:					\$ -

ACC-332 example

710201: In-State Mileage
 710501: In-State Incidentals (such as fuel for rentals, parking, tolls, or baggage)
 710601: In-State Meals & Lodging



14. sfx	TC	AMOUNT	ACCOUNT	FUND	DEPT	PRGM	PCA	AY		
001	225		710201	0001	BA060	253	30000	2025		
002	225	164.06	710601	0001	BA060	253	30000	2025	AUS	
003	225	48.19	710501	0001	BA060	253	30000	2025	AUS	
004	225									
005	225									
006	225									
007	225									
008	225									
009	225									
010	225									
		212.25								
15. Service Dates				16. Description						
From:		9/9/2024	To:		9/10/2024		Travel to Gainesville for End of Year Review			
17. DISTRIBUTION										AMOUNT
Expense Itemization for In-State Travel										
Fares, Public Trans (Attach receipt)		Airfare		Rental Car	CBT	Other (choose one)				\$ -
Personal Car Mileage				Miles @ \$0.59						\$ -
Meals and/or Lodging (Do not include lodging taxes on this row)		Meals	\$70.46	Lodging	\$93.60					\$ 164.06
Lodging Taxes:		State:	\$5.62							\$ 5.62
Lodging Taxes:		City:	\$8.42							\$ 8.42
Parking										\$ -
Other Travel Expenses		\$34.15	Itemize: fuel for rental							\$ 34.15

ACC-332 – wrapping up

TRAVEL VOUCHER

PAGE _____ of _____

1. ARCHIVE REFERENCE NUMBER		2. Agency Number 644	3. Agency Name TEXAS JUVENILE JUSTICE DEPARTMENT		4. Current Document Number (DOC TYPE) (DOC NUMBER) 1	
5. Effective Date	6. Document Date 9/16/2024		7. Doc Agency 644	8. Document Amount \$212.25		

14. sfx	TC	AMOUNT	ACCOUNT	FUND	DEPT
001	225		710201	0001	BA060
002	225	164.06	710601	0001	BA060
003	225	48.19	710501	0001	BA060
004	225				
005	225				
006	225				
007	225				
008	225				
009	225				
010	225				
		212.25			

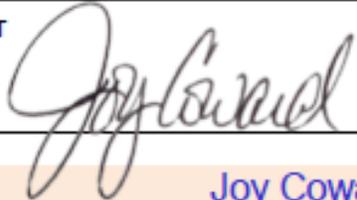
17. DISTRIBUTION										AMOUNT	
Expense Itemization for In-State Travel											
Fares, Public Trans (Attach receipt)		Airfare		Rental Car	CBT	Other (choose one)				\$	-
Personal Car Mileage				Miles @ \$0.59						\$	-
Meals and/or Lodging (Do not include lodging taxes on this row)				Meals	\$70.46	Lodging	\$93.60			\$	164.06
Lodging Taxes: State:		\$5.62								\$	5.62
Lodging Taxes: City:		\$8.42								\$	8.42
Parking										\$	-
Other Travel Expenses		\$34.15	Itemize:	fuel for rental						\$	34.15
Expense Itemization for Out-of-State Travel											
Fares, Public Trans (Attach receipt)		Airfare		Rental Car		Other (choose one)				\$	-
Personal Car Mileage				Miles @ \$0.59						\$	-
Meals and/or Lodging (Do not include lodging taxes on this row)				Meals		Lodging				\$	-
Lodging Taxes: State:										\$	-
Lodging Taxes: City:										\$	-
Parking										\$	-
Other Travel Expenses			Itemize:							\$	-
										Total	\$ 212.25

ACC-323 - Signatures

18. IN SIGNING BELOW, I CERTIFY THAT THE EXPENSE ACCOUNT SHOWN ABOVE IS TRUE, CORRECT, AND UNPAID AND I DEMONSTRATE MY UNDERSTANDING THAT:

- a. *Federal and state law entitle me to claim only my actual meal expenses, not to exceed the maximum amount allowable under agency policy;*
- b. *Meal purchases within my designated headquarters* are not eligible for reimbursement;*
- c. *Gratuities and alcohol purchases are not eligible for reimbursement;*
- d. *My maximum daily reimbursement may be adjusted based on departure/arrival times, the availability of meals at events I attend or meals provided by lodging establishments;*
- e. *On a given day, I may flexibly apply my total maximum daily reimbursement amount to the meals that I consume;*
- f. *I may be requested to produce receipts for meal expenses to receive payment for my travel voucher; and*
- g. *I am not required to maintain receipts for meal expenses after my travel voucher has been paid.*

**"Designated headquarters" includes home airports or other transportation centers.*

CLAIMANT		DATE	SUPERVISOR SIGNATURE		DATE
SIGN HERE		9/16/24			9/16/24
19. Contact name		21. Phone no.		22. Entered by	
Joy Coward		512.490.7243			

Reminder



**This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.**

**Thank you for
watching!**

For questions:

- Regarding the training video, contact John Kinsey
- Regarding the Travel Policy, contact Christi Goods or Sylvia Perez



Traveling with Joy

How to Put it All Together (Supporting Documents)

Objectives

- Supporting Documents
 - Reservation confirmations & receipts
 - GSA rates
 - Maps
 - Meals
- Putting the packet together



This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.

Reservations/Confirmations

- Confirmations
 - Airline

Your purchase	
New ticket (0012114110613) [\$425.12 + Taxes & carrier-imposed fees \$62.08]	\$487.20
Total cost	\$487.20
Your payment	
MasterCard (ending:)	\$487.20
Total paid	\$487.20

From: American Airlines <no-reply@info.email.aa.com>
Sent: Tuesday, February 6, 2024 1:56:30 PM
To:
Subject: Your trip confirmation (AUS - ORD)

Caution: This email was received from an EXTERNAL source, use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please contact [IT Security](#).

American Airlines home


link.info.email.aa.com

Issued: February 6, 2024

Your trip confirmation and receipt

We charged \$487.20 to your card ending in 8822 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

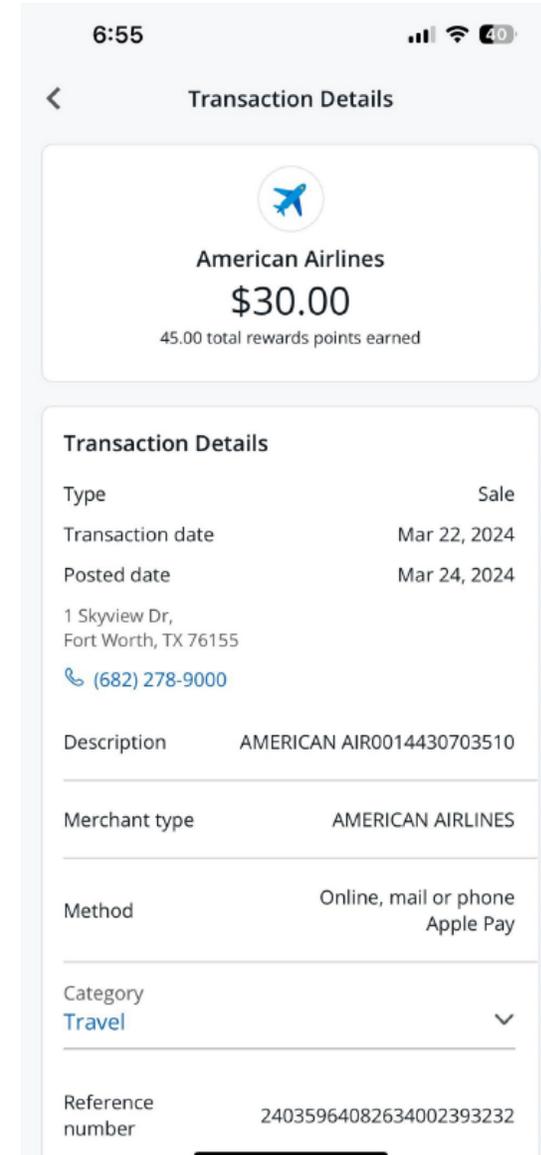
Confirmation code: CVCYNY

Tuesday, March 19, 2024

AUS Austin 8:25 AM	AA 1079 <input type="checkbox"/>
ORD Chicago O'Hare 11:08 AM	Seat: 24C Class: Economy (S) Meals: Refreshment

Reservations/Confirmations/Receipts

- Confirmations
 - Airline
 - Baggage



Reservations/Confirmations/Receipts

- Confirmations
 - Airline
 - Baggage
- Hotel



Folio

Name:	COWARD, JOY	Confirmation Number:	89241EE029285
Phone #:	N/A	Email:	N/A
Guest Address:	Company Address:	N/A	Loyalty Level:
Room:	207	Room Type:	NK2
Rate Plan:	LF01	Daily Rate:	USD 107.00
Arrival:	Aug 15, 2024 (Thu)	Departure:	Aug 16, 2024 (Fri)
		Guests:	1/0
		Nights:	1
		GTD:	VI 5462

Itinerary details

Hotel Confirmation #: 89241EE029285



Hotel information

La Quinta Inn & Suites by Wyndham Brownwood
103 Market Place Blvd, Brownwood, TX, 76801

Summary					
Room:	Taxes and Fees	F&B	Other	Payments	Balance Due
USD 107.00	USD 13.91	USD 0.00	USD 0.00	USD (120.91)	USD 0.00

Brownwood, Texas, 76801, United States
Phone: 1-325-6411731
Email: lq6147gm@laquinta.com

Checkout
Friday, 16 Aug, 2024
11:00 AM CDT

Rooms	1
Guests	1
Booked by	Joy Coward
Booked on	07 Aug, 2024

Room 1

Primary guest	Joy Coward
Phone	5124907243
Email	joy.coward@tjtd.texas.gov
Room type	Standard 1 King Bed
Hotel loyalty #	199042980H
Confirmation	89241EE029285

Reservations/Confirmations/Receipts

- Confirmations
 - Airline
 - Baggage
- Hotel
- Rental car



Rental Agreement # 5N98NS

Renter Information

Renter Name
ANGELA COWARD

Renter Address
LEANDER, TX 786410000
USA

Vehicle Information

CORO

License #: SSG0012

State/Province: TX

Unit #: 7W17H3

Vehicle #: PP011330

Vehicle Class Driven
Midsize 2/4 door/Automatic/Air

Vehicle Class Charged
Midsize 2/4 door/Automatic/Air

Trip Information

Pickup
Monday, September 9, 2024 2:51 PM
CEDAR PARK NORTH
1904 N BELL BLVD
CEDAR PARK, TX 78613-7405
USA

Return
Wednesday, September 11, 2024
CEDAR PARK NORTH
1904 N BELL BLVD
CEDAR PARK, TX 78613-7405
USA

Bill-To: TEXAS JUVENILE JUSTICE DEPT

Rental Rate Time & Distance 2 Day at \$38.87 / Day

Coverages DW/CDW INCLUDED (\$0.00 / Day)

Subtotal

Renter Charges

Total
(Subject to audit)



Reservation Confirmed

Confirmation Number: 1569083315

<p>Pick-up Sep 9, 2024 5:00 PM</p> <p>Leander Caliber 7688 183a Toll Rd Leander, TX 78641 5126902054</p>	➔	<p>Return Sep 11, 2024 10:00 AM</p> <p>Leander Caliber 7688 183a Toll Rd Leander, TX 78641 5126902054</p>
<p>A Message From TEXAS JUVENILE JUSTICE DEPT All TYC employees must show their state ID's at the rental counter.</p>		

Rental Details

Renter

Driver Name: JOY COWARD

Rental Checklist

- Familiarize yourself with your Pick-Up and Return location(s).
- Bring a valid driving license for each driver.

Receipts

- Confirmations
 - Airline
 - Baggage
 - Hotel
 - Rental car
 - Gas receipts

QUIKTRIP #04143
1911 N Bell Blvd
Cedar Park, TX

Date: 09/11/24
Time: 08:25AM
Auth# 57708C
Visa

Entry: Contactless
APP: VISA CREDIT
Mode: Issuer
AID: A0000000031010
TVR: 0000000000
TSI: 0000
IAD: 06011203A00000

Acct #
*****4947

Pump	Gallons	Price
9	5.818	\$ 2.459

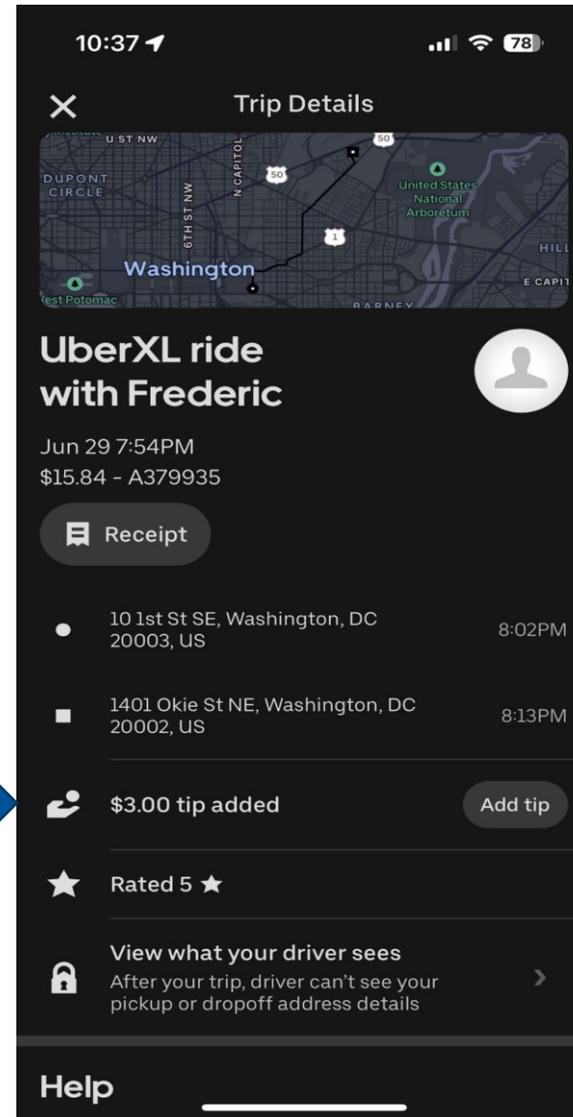
Product: UNLEADED

Total: \$14.31

Thank You for
Shopping QuikTrip!
Please Come Back
Again!!

Receipts

- Confirmations
 - Airline
 - Baggage
 - Hotel
 - Rental car
 - Gas receipts
 - Public transportation
 - Uber, taxi, etc.



Additional Documents

- GSA Rate
 - Daily Lodging Rates
 - Meals & Incidentals



FY 2025 Per Diem Rates for Texas

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173



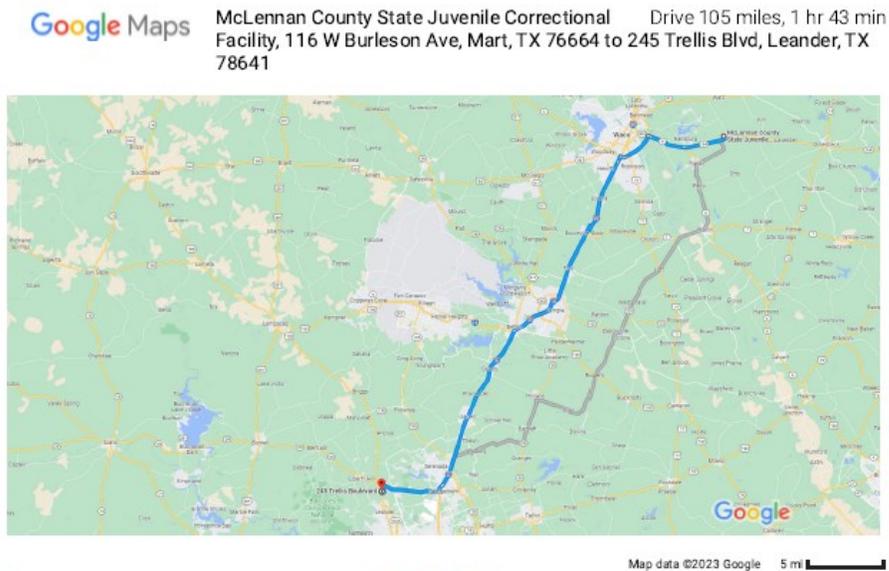
FY 2025 Per Diem Rates for Texas

Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$80	\$20	\$22	\$33	\$5	\$60.00
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00

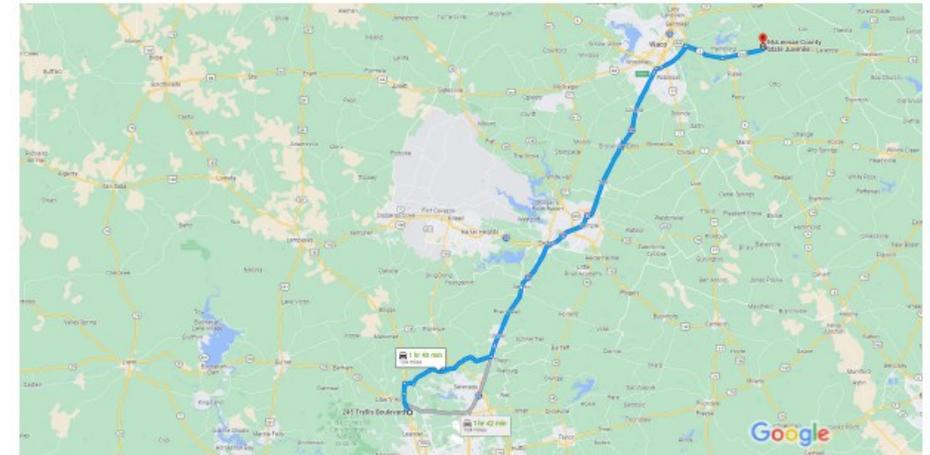
Additional Documents

- GSA Rate
 - Daily Lodging Rates
 - Meals & Incidentals
- Maps



via I-35 S	1 hr 43 min
Fastest route now due to traffic conditions	105 miles
via TX-320 S	2 hr 10 min
	114 miles

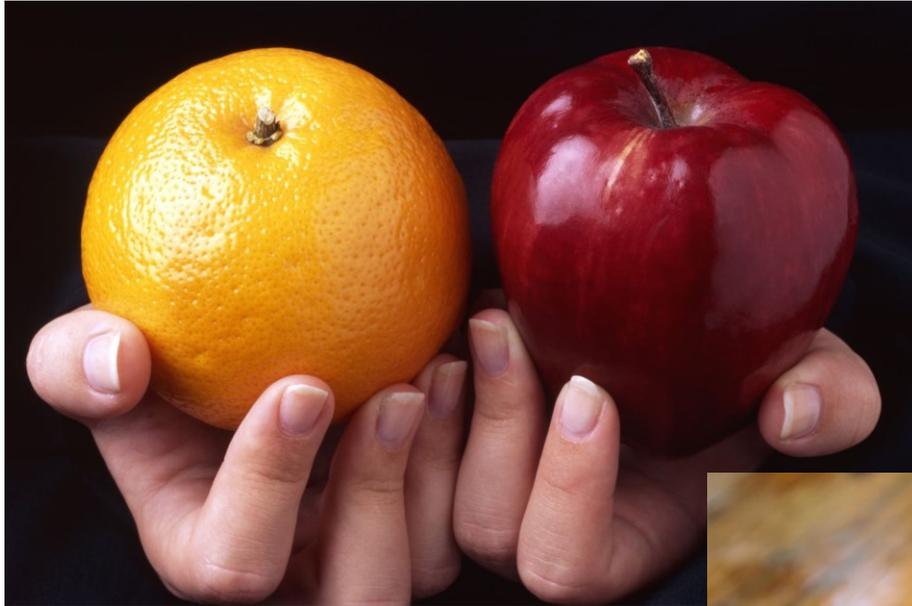
Google Maps 245 Trellis Blvd, Leander, TX 78641 to McLennan County State Juvenile Correctional Facility, 116 W Burseson Ave, Mart, TX 76664 Drive 104 miles, 1 hr 40 min



via I-35 N	1 hr 40 min
Fastest route now due to traffic conditions	104 miles
via TX-29 E and I-35 N	1 hr 42 min
	104 miles

total round trip mileage: 209

Meals



Putting it all together at a Facility

Travel Advance:

5 business days prior to travel

- ACC-350
- Hotel confirmation
- Flight confirmation (if applicable)
- State vehicle reservation



Local
Business
Office

Putting it all together at a Facility

- ACC-350
- Hotel confirmation
- Flight confirmation (if applicable)
- State vehicle reservation
- ACC-323
- Hotel receipt
- Gas receipts (if applicable)
- Maps of where you traveled (if applicable)



Local
Business
Office

5-business days to return expenses

Putting it all together at Central Support

		<h2>Travel Services Request</h2>				TEXAS JUVENILE JUSTICE DEPARTMENT			
Instructions: <ul style="list-style-type: none"> If you are requesting a travel advance, you must submit this completed form to the business office at least 5 work days before the first day of travel. Except when travel is required for an emergency response, you will not be eligible for a travel advance if you fail to meet the 5-work-day requirement. 									
SECTION 1: Traveler Information									
Type of Travel: <input type="checkbox"/> In-State Travel <input checked="" type="checkbox"/> Out-of-State Travel <input type="checkbox"/> Moving Expenses		Payment Method: <input type="checkbox"/> Travel Advance (field staff only) <input checked="" type="checkbox"/> Personal Credit Card <input checked="" type="checkbox"/> Central-Billed Travel Account <input type="checkbox"/> Individual-Billed State Credit Card							
Date 9/30/24		Name		Payee Number		Position/Title			
Fund	Dept.	Program	PCA	AY	Location	Project	Place of Employment	Designated HQ (City)	Dates of Travel
0001	BA060	253	30000	2025	AUS		Central Office	Austin, TX	11/13/24 – 11/16/24
Destination San Francisco, California			Justification for Travel (Attach additional pages as needed) ASC Annual Conference						
SECTION 2: Complete this section to receive a travel advance or travel approval:									
Meals (first & last days):		# days	2	@	\$ 89.00	= \$	138.00		
Meals (other days):		# days	1	@	\$ 92.00	= \$	92.00		
Mileage:		# miles		@	\$ 0.59	= \$	0.00		
Lodging:		# nights	3	@	\$ 272.00	= \$	816.00		
Lodging Taxes:		# nights	3	@	\$ 40.80	= \$	122.40	← 15% of lodging rate	
Registration (only if paid with personal funds):					\$	= \$	0.00		
Other (e.g., fuel for rental, parking, shuttle/taxi, moving expenses)			200.00	for:	transportation/parking	= \$	200.00		
Total Estimated Expense:						\$	1368.40		
(Press Tab key to calculate)							x 80%		
Authorized Travel Advance Amount:						\$	1094.72		
Must be at least \$50 to qualify									
Travel advance not authorized if using personal or state credit card									
Advances are authorized for field staff only and only for travel that requires overnight stay outside the employee's designated headquarters.									
My request, receipt, and endorsement of a travel advance check in the amount indicated above provides my certification that I will complete a State of Texas Travel Voucher upon completion of my travel. I understand that: <ul style="list-style-type: none"> If the amount of the warrant is less than the amount of the travel advance, I must reimburse the travel advance fund. If the warrant is greater than the advance, I will receive reimbursement from the travel fund. I am generally not eligible to receive additional travel advances until I have submitted travel vouchers for all previous trips involving a travel advance. 									
SECTION 3: Complete this section for airline travel or car rental to be charged directly to a TJJJ centrally billed account									
Airline:		Alaska Air			Amount:		\$	306.20	
Car Rental Vendor:					Amount:		\$		



Log in

Your trip is booked

We'll email your confirmation shortly. Thanks for choosing American Airlines.

\$ 526.40

Your trip to Washington, DC

Your trip to Washington, DC

Record Locator: FGUYIJ

\$ 526.40

Trip name: AUS/DCA

DEPART
AUS to DCA

Thu, Jan 4, 2024
6:01 AM → 12:00 PM

RETURN
DCA to AUS

Sun, Jan 7, 2024
3:03 PM → 9:05 PM

View trip details, request upgrades, change seats and more.

[Manage your trip](#)

Passengers

Evan Norton
Ticket number: 0012499149721
Status: Ticketed

Putting it all together at Central Support



HILTON FORT WORTH
815 MAIN STREET
FORT WORTH, TX 76102
United States of America
TELEPHONE 817-870-2100 • FAX 817-882-1300
Reservations
www.hilton.com or 1.800.HILTONS

1801 N CONGRESS AVE
SUITE 13.1400
AUSTIN TX 78701
UNITED STATES OF AMERICA

Room No: 836/K1Q
Arrival Date: 11/7/2024 5:00:00 PM
Departure Date: 11/9/2024 10:24:00 AM
Adult/Child: 1/0
Cashier ID: AALVARADO30
Room Rate: 189.00
AL:
HH # 1689946836 BLUE
VAT #
Folio No/Che 1034703 A

Confirmation Number: 3132177167

HILTON FORT WORTH 11/9/2024 10:24:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
11/7/2024	VALET PARKING= OVERNIGHT	HHERNAN DE244	4916204	\$48.00		
11/7/2024	SALES AND USE	HHERNAN DE244	4916204	\$3.96		
11/7/2024	GUEST ROOM	HHERNAN DE244	4916205	\$189.00		
11/7/2024	FORT WORTH TPID FEE	HHERNAN DE244	4916205	\$3.78		
11/7/2024	RM - STATE TAX	HHERNAN DE244	4916205	\$11.66		
11/7/2024	RM - CITY TAX	HHERNAN DE244	4916205	\$21.37		
11/7/2024	STATE COST=RECOVERY FEE	HHERNAN DE244	4916205	\$1.42		
11/8/2024	VALET PARKING= OVERNIGHT	HHERNAN DE244	4917465	\$48.00		
11/8/2024	SALES AND USE	HHERNAN DE244	4917465	\$3.96		
11/8/2024	GUEST ROOM	HHERNAN DE244	4917466	\$189.00		
11/8/2024	FORT WORTH TPID FEE	HHERNAN DE244	4917466	\$3.78		
11/8/2024	RM - STATE TAX	HHERNAN DE244	4917466	\$11.66		
11/8/2024	RM - CITY TAX	HHERNAN DE244	4917466	\$21.37		
11/8/2024	STATE COST=RECOVERY FEE	HHERNAN DE244	4917466	\$1.42		

Room No: 836/K1Q
Arrival Date: 11/7/2024 5:00:00 PM
Departure Date: 11/9/2024 10:24:00 AM
Adult/Child: 1/0
Cashier ID: AALVARADO30
Room Rate: 189.00
AL:
HH # 1689946836 BLUE
VAT #
Folio No/Che 1034703 A

0 AM

	ID	REF NO	CHARGES	CREDIT	BALANCE
	AALVARA	4917719		(\$558.38)	
	DO30				
		BALANCE			\$0.00

	11/7/2024	11/8/2024	STAY TOTAL
ROOM AND TAX	\$227.23	\$227.23	\$454.46
MISCELLANEOUS	\$48.00	\$48.00	\$96.00
OTHER	\$3.96	\$3.96	\$7.92
DAILY TOTAL	\$279.19	\$279.19	\$558.38

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at hilton.com.

CREDIT CARD DETAIL

APPR CODE	069694	MERCHANT ID	67045610011
CARD NUMBER	MC *8822	EXP DATE	11/25
TRANSACTION ID	4917719	TRANS TYPE	Sale

Itinerary details

Hotel Confirmation #: 53444941



Hotel information

Hampton Inn & Suites Gainesville
4325 North Interstate 35, Gainesville, TX, 76240
940-612-4300

Trip details

Check-in
Wednesday, 06 Nov, 2024 3:00 PM CST

Checkout
Thursday, 07 Nov, 2024 11:00 AM CST

1 Night

Rooms 1
Guests 1
Booked by Joy Coward
Booked on 04 Nov, 2024

Room 1

Primary guest Evan Norton
Phone (254)339-4548
Email Evan.Norton@tjtd.texas.gov
Room type Standard 1 King Bed
Confirmation 53444941

Company details

Department Treatment
Tax Exempt No

Summary of charges

Billing name Joy Coward
Payment method Credit Card
Paid on 04 Nov, 2024

11/6/2024	\$109.00 (GSA rate: \$110)
1 Room, 1 Night	\$109.00
Taxes and fees*	\$16.42
Property charge**	\$0.44
Total charges	\$125.86

Putting it all together at Central Support

	Certification Form: Contract Travel Services Exceptions	TEXAS JUVENILE JUSTICE DEPARTMENT
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Traveler Name: Evan Norton Dates of Travel: 1/4 - 1/7/24

Vendor Name(s)*: Gaylord Nation Resort & Convention Center

*If the same exception applies to more than one vendor, enter each vendor's name above.

The traveler must attach this form to the travel voucher when:

- a non-contract travel service or vendor is used (e.g., hotel is booked directly with the hotel instead of through Hotel Engine; hotel is booked through travel agency as part of a bundle; non-contract car rental or airfare is purchased); or
- rental car expense or airfare with a contracted vendor exceeds the contract rate.

When exception (1) or (2) below is selected, the traveler must attach additional documentation to verify the reason for the exception.

- For lodging, the additional documentation must include one or more screen clippings or photographs of the Hotel Engine site showing the higher lodging rate or the unavailability of a hotel in the area.
- For car rentals or airfare, the additional documentation must include one or more screen clippings or photographs or other documentation (e.g., email from travel agency) showing the cost comparison or the unavailability of contract travel services for the trip.

- (1) **Lower Overall Cost of Travel.** Prices lower than the contracted travel services prices may be available through the use of fourteen-day or other advanced reservations programs, promotional price reductions, booking directly with the vendor, or other methods that provide a lower overall cost of travel.
- (2) **Unavailability of Contract Travel Services.** The contracted travel services are not available during the time or at the location necessary for the business purpose; or the contracted vendor does not provide for the service required; or the contracted vendor is unable to provide the contracted travel services due to a force majeure event.
- (3) **Special Needs.** The traveler's health, safety, physical condition, or disability requires accommodations, including medical emergency or other necessary services, not available from a contracted travel services vendor.
- (4) **Custodians of Persons.** The traveler has custody of a person pursuant to statute or court order and the traveler is required to provide a degree of security and safety that is not available from contract travel service vendors.
- (5) **In Travel Status.** The traveler is in the course of travel and changes in scheduling render the use of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contracted travel service rates.
- (6) **Group Program.** The traveler is using a group program wherein reservations are made through a required source to obtain a particular rate or service.

	Request to Increase Maximum Lodging Rate	TEXAS JUVENILE JUSTICE DEPARTMENT
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Must be submitted to the executive director or designee for approval prior to travel except in cases of emergency travel (less than 24 hours' notice) or for personal safety concerns.

Name(s) of Traveler(s) Evan Norton		
Designated Headquarters of Traveler(s) Central Office	Check-In Date 1/4/2024	Check-Out Date 1/7/2024
Name of Lodging Establishment Gaylord National Resort & Convention Center	Rate Requested \$224.00	Agency/Federal Max. \$193.00
City (Duty Point) Fort Washington	County	State MD

Reason for Request

- Emergency Travel**
Check this box if you are notified of the requirement to travel less than 24 hours in advance. Please provide an explanation in the box below.
- No Safe Lodging Available**
Check this box if it is determined that no safe lodging is available for less than, or equal to, the maximum lodging reimbursement rate for the duty point. Please provide an explanation in the box below.
- Decreased Total Cost**
Check this box if it is determined that approval of the request would result in a decreased total cost of travel. Document cost savings to the state by completing calculation table and providing explanation on second page.
- Other**
For any other business reason(s), document all relevant circumstances below.

Attending CJJA meeting. Hotel booked by CJJA directly.

Putting it all together at Central Support

From: Customerservice@enterprise.com
 To: [Evan Norton](#)
 Subject: ENTERPRISE RENTAL AGREEMENT 68PRZ9
 Date: Monday, November 11, 2024 6:04:55 PM

Caution: This email was received from an EXTERNAL source, use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please contact [IT Security](#).

EAN HOLDINGS, LLC, 10010 MANCHACA RD, AUSTIN, TX 787481364 (512) 292-1118

RENTAL AGREEMENT REF#
 109950 68PRZ9

RENTER
 NORTON, EVAN

DATE & TIME OUT
 11/06/2024 08:21 AM
 DATE & TIME IN
 11/11/2024 07:09 AM

BILLING CYCLE
 24-HOUR

VEH
 #1 2023 DODG CHAR SXT
 VIN# 2C3CDXBG4PH571750
 LIC# SVJ3238
 MILES DRIVEN 371

RATE SOURCE ACCOUNT
 TEXAS JUVENILE JUSTICE DEPT

BILL TO ACCOUNT
 TEXAS JUVENILE JUSTICE DEPT
 ATTN: UNKNOWN
 4210 S CONGRESS AVE
 AUSTIN, TX 78745-1104

CLAIM INFO
 Central Office

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	11/06 - 11/11	5	DAY	\$38.87	\$194.35
REFUELING CHARGE	11/06 - 11/11	9	GALLON	\$4.19	\$37.71
Subtotal:					\$232.06
Total Charges:					\$232.06

Bill-To / Deposits

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	11/06 - 11/11	5	DAY		
REFUELING CHARGE	11/06 - 11/11	9	GALLON		
Subtotal:					(\$232.06)

Total Amount Due **\$0.00**

PAYMENT INFORMATION
 AMOUNT PAID TYPE CREDIT CARD NUMBER



Reservation Modified

Confirmation Number: **1992570046**

Pick-up Nov 6, 2024 8:00 AM Austin Manchaca & Slaughter 10010 Manchaca Rd Austin, TX 78748 5122921118	→	Return Nov 11, 2024 10:00 AM Austin Manchaca & Slaughter 10010 Manchaca Rd Austin, TX 78748 5122921118
<p>A Message From TEXAS JUVENILE JUSTICE DEPT All TYC employees must show their state ID's at the rental counter.</p>		

Rental Details

Renter

Driver Name: EVAN NORTON
 Email Address: evan.norton@tjtd.texas.gov
 Phone Number: ...4548

Age: 25+

Account

Account Number: TEXAS JUVENILE JUSTICE DEPT

Trip Purpose: BUSINESS

Rental Checklist

- Familiarize yourself w and Return location(s)
- Bring a valid driving li driver.
- Provide an acceptable payment in the renter pick-up location's polic
- For additional policy o information, please ref Policies section below, email confirmation.

Vehicle

Vehicle Class: Standard

Volkswagen Jetta or similar

Automatic

Time & Distance 1 Week(s) @\$ 213.78 / week **\$ 213.78***

Vehicle Mileage: **Unlimited Mileage** **Included**

Extras

9 Additional Drivers: **Included**

Damage Waiver: **Included**

Taxes & Fees

CITY OF AUSTIN TAX (5.0%) **\$ 10.69***

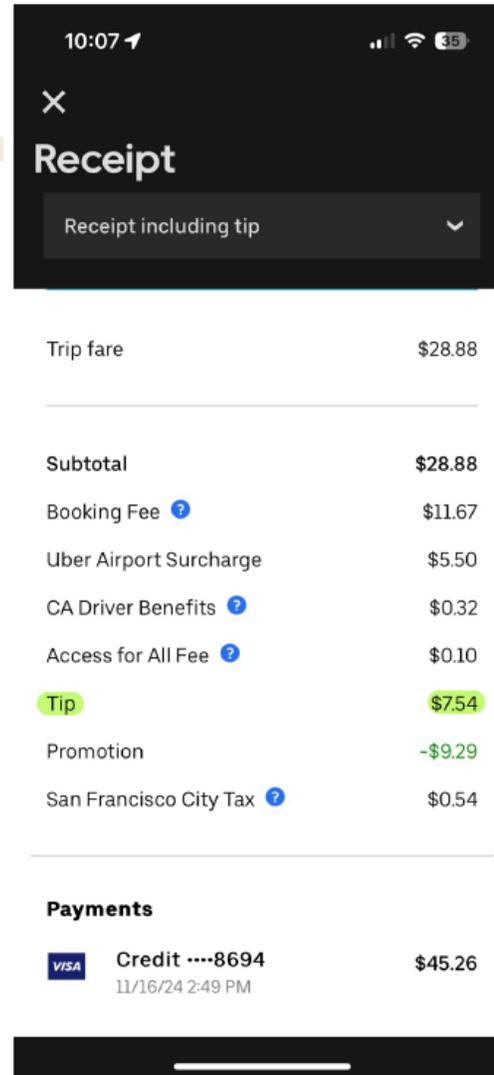
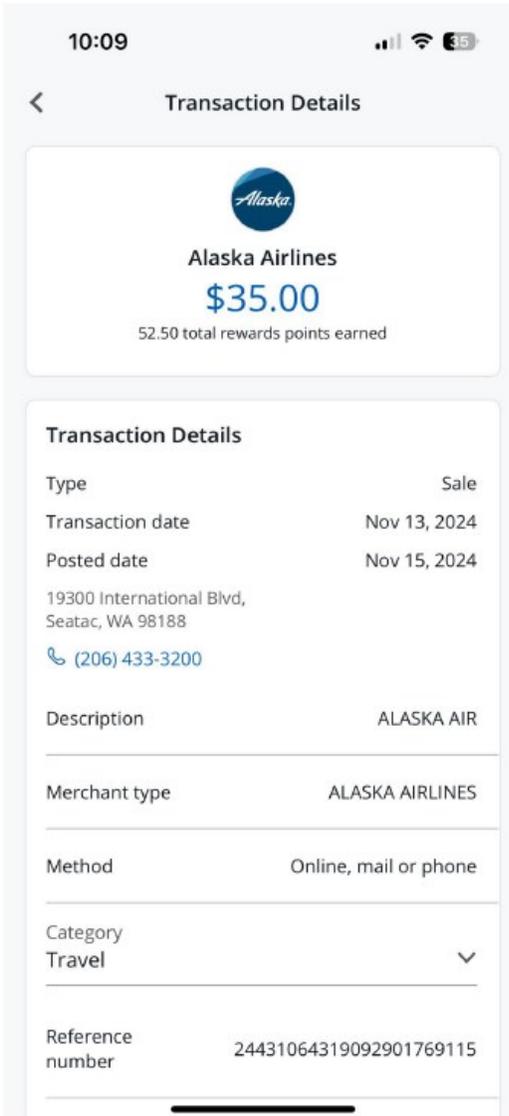
TX MVR TAX (10.0%) **\$ 21.38***

VLF REC **Included**

Estimated Total

Billing Number **\$ 245.85***
 [.....1451] **Custom Rate**

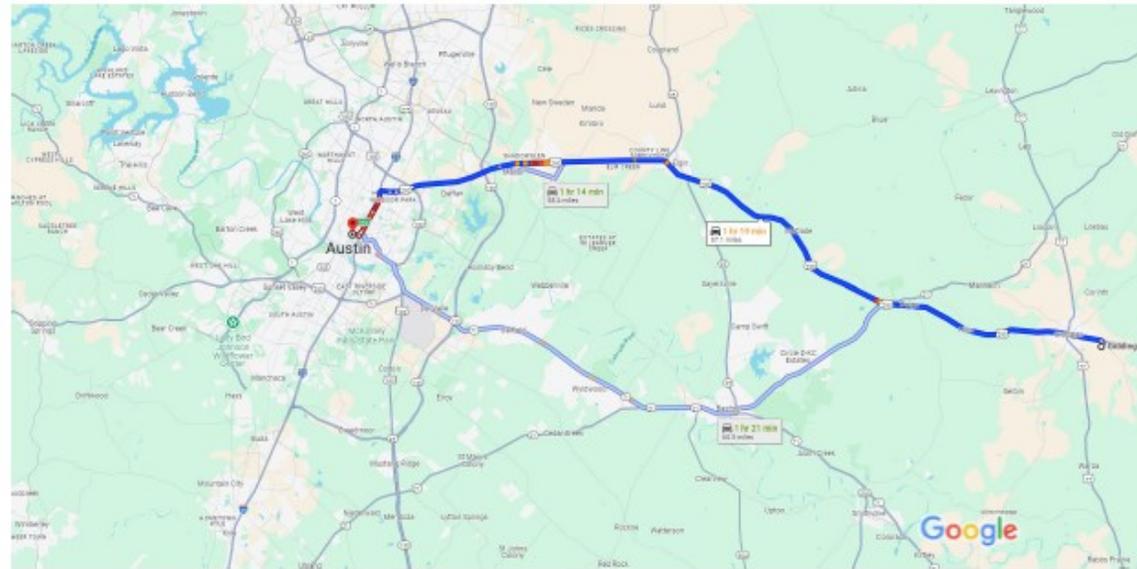
Putting it all together at Central Support



Putting it all together at Central Support

Google Maps

Giddings State School, 2261 James Turman Rd, Drive 57.1 miles, 1 hr 19 min
Giddings, TX 78942 to 1801 N Congress Ave, Austin, TX 78701



Map data ©2024 Google 2 mi

 via US-290 W **1 hr 14 min**
Fastest route now, avoids slowdown on US-290 W 58.4 miles

 via US-290 W and 290 Toll **1 hr 19 min**
Some traffic, as usual 57.1 miles
⚠️ This route has tolls.

 via US-290 W and State Hwy 71W **1 hr 21 min**
60.5 miles

Putting it all together at Central Support



FY 2025 Per Diem Rates for Texas

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181

FY 2025 Per Diem Rates for Texas

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Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$80	\$20	\$22	\$33	\$5	\$60.00

Reminder



**This is not a replacement for the travel policy.
All travelers are expected to review policy and understand it.
This is simply an aid to process the forms.**

**Thank you for
watching!**

For questions:

- Regarding the training video, contact John Kinsey
- Regarding the Travel Policy, contact Christi Goods or Sylvia Perez