

Texas Association of Counties Health & Employee Benefits Pool  
 2026 Healthy County Boot Camp  
 FEB. 11-13, 2026

**EXPENSE REIMBURSEMENT GUIDE**

<b>Maximum Reimbursement</b>	<p><b>Maximum reimbursement of expenses by TAC for an attendee is \$706.58</b>  <u><b>Reimbursement is limited to TWO people per county or county entity.</b></u>  <u><b>Checks will be cut to the county or county entity, not an individual.</b></u></p> <p>Please carefully review the sub-limits below. TAC may not cover all your expenses for this workshop. Those additional expenses will be you or your employer's responsibility according to your expense/travel procedures.</p> <p><b>Lodging:</b> Maximum \$179 per night (single/double occupancy <i>plus</i> taxes)</p> <p><b>Travel:</b> Maximum \$300.00 (includes state mileage and airfare)</p> <p><b>Hotel Parking:</b> Self-parking is free and available for hotel guests</p>
<b>Lodging</b>	<p>Classes are designed to minimize overnight travel. Texas Association of Counties will reimburse <b>TWO nights' stay</b> at the Sheraton at <b>\$179/night</b> for single or double occupancy <i>plus</i> taxes, which totals \$406.58.</p>
<b>Meals</b>	<p><u><b>There is no reimbursement for meals.</b></u></p> <p>Breakfast, lunch, and dinner will be provided during the training.</p>
<b>Airfare, Ground Transportation &amp; Parking</b>	<p>TAC will reimburse round trip airfare to Georgetown, ground transportation and airport parking, subject to a <b>\$300 limit</b>. Receipts are required.</p>
<b>Driving to Round Rock</b>	<p>TAC will reimburse personal auto mileage, per the official state mileage guide at <b>\$.73 per mile</b>. Mileage will be calculated based off the distance from the county seat to the Sheraton hotel in Georgetown. Carpooling is encouraged to minimize costs.</p>
<b>Reimbursement Process</b>	<ol style="list-style-type: none"> <li>1. Reimbursement forms and receipts are due <b>March 27</b>. please email to Regan Williams at <a href="mailto:reganw@county.org">reganw@county.org</a>.</li> <li>2. TAC will verify and mail qualified expenses to the county by mail.</li> <li>3. <b>Please allow four weeks after March 27 for processing.</b></li> <li>4. Checks will be issued to the county or county entity, not an individual. It is up to the individual to handle personal reimbursement with their respective county or county entity.</li> </ol>

**Texas Association of Counties**  
**2026 Healthy County Bootcamp**  
**Feb. 11-13, 2026**  
**Sheraton Austin Georgetown Hotel**

PAYABLE TO	
Name of attendee:	Title:
County/Entity Name:	
Mailing Address:	
City, State, Zip Code:	
Phone #:	Email address:

TRAVEL			
Arrival Date:	Departure Date:	<i>These columns are for TAC accounting use only</i>	
From (city):	To (city):		
<b>2. SELECT AUTO OR AIR TRAVEL</b>			
<b>A. Auto Travel (NOTE: Mileage will be calculated from city/city per google maps.)</b>			<b>Maximum Allowed</b>
<b>ONE WAY</b> Mileage (mileage is verified by TAC)			<b>\$300</b>
Total miles	at current mileage rate	Total:	
Car Pool: Yes <input type="checkbox"/> No <input type="checkbox"/>			\$ -
If Yes, please list with who:			
<b>B. Air travel (NOTE: Fill in expenses below in items C-E)</b>			<b>Maximum Allowed</b>
<b>C. Airfare (receipt required):</b>			<b>\$300</b>
<b>D. Airport Parking (receipt required):</b>			
<b>E. Car Rental (receipt required):</b>			
<b>Total Air:</b>			\$ -
<b>TOTAL TRAVEL EXPENSES:</b>			\$ -

Note: Most meals will be provided during training.

LODGING			
<b>3. LODGING</b>	Max. reimbursement for 2-night stay: \$179/per night (plus taxes)		<b>Maximum Allowed</b>
	Dates:	2/11/26	2/12/26
	<b>Room Total by Night (receipt required):</b>		\$ -
<b>TOTAL REIMBURSEMENT</b>			

*Expenses must be submitted by Fri. March 27th. Reimbursements will NOT be issued after March 27th. Please allow four weeks after March 27th for processing.*

I certify that:

1. I personally incurred these expenses for the purposes stated.
2. I have not been reimbursed from another source for any of the expenses listed.
3. This request is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Airfare and hotel receipts must be attached to receive reimbursement.  
Only two participants from each county will be reimbursed

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