



Texas Aquatic Plant Management Society

## STUDENT TRAVEL REIMBURSEMENT PROCEDURES

The Aquatic Ecosystem Restoration Foundation (AERF) is committed to sustainable water resources through the science of aquatic ecosystem management in collaboration with industry, academia, government and other stakeholders, and provides science based solutions to restore and maintain sustainable water resources.

Because student presentations and participation offer a valuable contribution to support this mission, AERF is offering full reimbursement for travel costs associated for student presenters at the 2024 Texas Aquatic Plant Management Society Annual Conference in New Braunfels, Texas, as described below.

**Travel funding is offered on a reimbursement basis only** for costs of airfare and for lodging, and meals incurred during the conference. Costs of lodging and meals for dates other than Tuesday, November 12<sup>th</sup> through Thursday, November 14<sup>th</sup> will not be reimbursed. Costs incurred should be economical—e.g., only standard/coach airfare from locations within the continental United States will be reimbursed, students are encouraged to share lodging, and rental car fees will not be reimbursed. Continental breakfast both days, AM & PM breaks, and banquet dinners are included in conference registration. The cost of lodging should not exceed \$149 per night for the dates of the conference. Maximum daily reimbursement for meals must not exceed \$59.00—the U.S. General Services Administration meals rate for Mesquite, Texas. If the attendee drove, mileage will be reimbursed at the 2024 IRS mileage rate of \$0.67 per mile.

Within 30 days of conference attendance, each student must submit (1) a completed reimbursement request (next page), (2) an abstract of the oral presentation, (3) a speaker bio if applicable, and (4) documentation of conference registration along with receipts or other documentation for all pertinent costs. Receipts for meals and lodging should be itemized and show payment. Costs for alcohol and incidental expenses other than parking will not be reimbursed.

Reimbursement requests should be submitted via email to Carlton Layne, Executive Director of the Aquatic Ecosystem Restoration Foundation. Please copy TAPMS President, Haley Kokel, [haley.kokel@fishonaquaticplants.com](mailto:haley.kokel@fishonaquaticplants.com), TAPMS President-Elect, Olivia Ybarra Lopez, [oybarra@edwardsaquifer.org](mailto:oybarra@edwardsaquifer.org). Contact Carlton with any questions regarding reimbursement requests:

Carlton Layne, Executive Director  
Aquatic Ecosystem Restoration Foundation [layn1111@bellsouth.net](mailto:layn1111@bellsouth.net)

**SUBMIT TO:**

Carlton Layne, Executive Director  
Aquatic Ecosystem Restoration Foundation  
[layn1111@bellsouth.net](mailto:layn1111@bellsouth.net)

2024 TAPMS President and President-Elect  
[haley.kokel@fishonaquaticplants.com](mailto:haley.kokel@fishonaquaticplants.com)  
[oybarra@edwardsaquifer.org](mailto:oybarra@edwardsaquifer.org)

Request date: \_\_\_\_\_

RE: Request for Reimbursement for Student Travel – Texas Aquatic Plant Management Society

Dear Mr. Layne,

This is request for reimbursement of expenses that were incurred while attending the 2024 Texas Aquatic Plant Management Society annual meeting held in New Braunfels, Texas, from November 12-14, 2024. The reimbursement request is as described below and itemized receipts for these expenses are attached.

Thank you,

Category	Total number of miles, nights, and meals	\$ Cost	Amount Requested
Airfare		\$	\$
Transportation (\$0.67 per mile)		\$	\$
Lodging		\$	\$
Meals		\$	\$
<b>TOTAL</b>			\$

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_ University \_\_\_\_\_

Name/Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

\_\_\_\_\_ Advisor Email: \_\_\_\_\_

Presentation Date: \_\_\_\_\_ Presentation Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address for payment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_