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Subject: 2019 TASC Conference - Stipend Attendees

Attachments: Registered Stipend Attendee Names.xlsx; Stipend Recipient General Information.docx

Good Morning!

I have attached the list of registered stipend attendees for the upcoming 2019 TASC Conference. If you see your name on the list, you are registered as a stipend attendee and are all set for the conference.

I have also attached general stipend attendee information to help answer any questions you may have.

Thank you!

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GENERAL INFORMATION FOR STIPEND RECIPIENTS 2019 TASC Conference (April 10-12, 2019) Galveston, Texas

- **Stipend Amount:** Each stipend provides up to \$1,000.00 in funding, which shall be used to pay for the conference registration fee (\$300), airfare or mileage, hotel and per diem expenses. Some counties have elected to send more than one person on each stipend, which means that the \$1,000 will be shared. In these instances, please make sure you coordinate with your county/department to have a plan in place for expenses that are in excess of the allotted amount.

- **Hotel Reservations:** Stipend recipients are responsible for making their own hotel reservations. If you need special accommodations, please contact the hotel directly. If your reservation is made at one of the host hotels, your room will be charged to the master bill and handled through your stipend. Please refer to the hotel information [here](#) for additional information. Room service and room incidentals will not be handled on the direct bill. Individuals may be reimbursed for these costs after the conference.

- **Parking:** Self-Parking is complimentary at the host hotels (San Luis Resort, Hilton Galveston Island Resort, and Holiday Inn Resort Galveston-On the Beach).

- **Conference Attendance:** Stipend recipients **are required to attend** the entire conference so please ensure you schedule your travel arrangements accordingly. Stipend recipients must attend the Texas Association of Specialty Courts membership meeting during the TASC Conference. The meeting will be held during the luncheon from 12:00-1:30 PM on April 11, 2019.

- **Reimbursement:** Please be advised **CMIT requires itemized meals receipts for reimbursement**. Reimbursement will be handled after the conference. Please make sure and check your emails for the required documents that must accompany your reimbursement request. Reimbursement requests **MUST** be submitted by May 12, 2019.
 - Mileage reimbursement rate: 54.5 cents per mile
 - Per Diem: \$64.00 per day for conference days and \$48.00 for first and last day of travel.

Meals will not be reimbursed if one was provided during the conference.

The following meals will be provided during the conference:

- Breakfast on April 11, 2019
- Lunch on April 11, 2019
- Breakfast on April 12, 2019

County Stipend Award Court Name Address Presiding Judge Preparer Email Phone Stipend Applicant

Guadalupe Palomo
Almeida Ramos
Almeida Carrillo

Benito Hernandez
Isabel Davila
David Garza