

# Odyssey of the Mind – Texas

## Travel Reimbursement Policy 2022

### SCOPE

"OotM Officials" indicates

- a) Judges who have been trained and served at a Regional Tournament, and also serve at the TX State tournament whether they are in scoring positions or not; and
- b) OotM Tournament Officials who have been invited to the State tournament.

School Officials travelling with teams do not qualify as OotM Officials for reimbursement purposes.

### POLICY

Odyssey-Texas will reimburse OotM Officials for actual hotel and gas expenses up to the current year maximum allowance as follows:

OotM Officials/Judges attending the state tournament are reimbursed for Friday night only. Senior Officials who participate in late activities on tournament day can request reimbursement for Saturday night as well.

The maximum hotel reimbursement rate per night includes tax and is based on double occupancy rooming, with another judge or another person, at the TX State Tournament Judges Hotel. To receive the discounted rate you must reserve a room by the cut-off date published on our website. Other room charges, such as movies, phone calls, and food (outside the tournament) are your responsibility.

Please remember to submit an actual hotel receipt with all specific charges listed.

**Hotel designated for the 2022 TX State tournament:** Hampton Inn Houston I-10 East, 10505 East Freeway Houston, Texas 77029 USA

You do not have to stay at a designated tournament hotel to claim reimbursement. However, the reservation needs to show your name or your spouse's name and the hotel must be paid in dollars (not points). You can still be reimbursed up to the current year maximum allowance (\$52.07 per person per night based on double occupancy).

You may room by yourself or with a person who is not a judge, but you will still only be reimbursed for \$52.07 per night, maximum (half basic room rate plus tax).

If you do not stay at the designated hotel or reserve after the deadline, you may request reimbursement of \$52.07 or the amount of half the paid room rate + tax, whichever is less.

Gas will be reimbursed at a rate of \$0.35 per mile ONLY if your mileage is at least 150 miles EACH WAY *and you do not travel with your team*. Your round-trip mileage will be reimbursed. This temporary rate for 2022 has been exceptionally approved by Board meeting on 3/22/22 in view of the increased costs.

## PROCEDURE

### 1) Submit your Reimbursement Request

Fill in the online form with your personal and team information:

<https://forms.gle/BeHNshqftArbDF649>

WHEN?

By March 31<sup>st</sup> to receive the reimbursement at the tournament. Any time by April 29<sup>th</sup> to receive the reimbursement by mail.

### 2) Submit your Hotel Receipt

To receive hotel reimbursement, you must turn in hotel receipt after you check-out. The receipt must be show full payment in dollars.

WHEN?

If you have submitted an advance request by March 31<sup>st</sup>, bring your hotel receipt on tournament day. Turn it in to Judges Check-in at Breakfast or to the Volunteer Desk by 11 am. You can pick-up your check after 2 pm.

Or any time by April 29<sup>th</sup> to receive the reimbursement by mail. Email your whole package to [statejudge@txodyssey.org](mailto:statejudge@txodyssey.org).

### 3) Submit your Mileage Map

To receive mileage reimbursement, you must turn in a printed or electronic mileage map from your home or school to the tournament site. The one-way distance should show on the map. You will still be reimbursed for round-trip.

WHEN?

If you have submitted an advance request by March 31<sup>st</sup>, bring your hotel receipt on tournament day. Turn it in to Judges Check-in at Breakfast or to the Volunteer Desk by 11 am. You can pick-up your check after 2 pm.

Or any time by April 29<sup>th</sup> to receive the reimbursement by mail. Email your whole package to [statejudge@txodyssey.org](mailto:statejudge@txodyssey.org).

Please include a Google or Mapquest map as mileage documentation with your home or school as the origin and the State Tournament School as the destination (one-page high level map with distance shown). Please try to carpool and submit only one request for reimbursement per car.

