

TX Public Safety Conference Reimbursement and Sponsored Travel Guidelines

Due to recent changes in the conference registration procedures, frequent attendee-requested booking modifications, and occasional no-shows among sponsored participants, we have conducted a thorough review of our current approach.

While GHC will continue to proudly sponsor Telecommunicators attending as award winners or Silent Heroes, the process required reevaluation to ensure efficiency and responsible use of resources.

2026 Texas Public Safety Conference Award Winners & Silent Heroes – Travel and Reimbursement Guidelines

All hotel reservations, conference registrations, and travel arrangements must be booked by the attendee or their nominating agency. GHC 9-1-1 will reimburse eligible expenses by check or ACH.

We will no longer be handing the booking for attendees.

The ability for reimbursement needs to be pre-approved prior to the conference.

Submissions for approval are to be completed via google form:

<https://forms.gle/PCp5PzAZt6wq1rtN7>

Award Category Winners & Silent Heroes

- **Texas APCO Award Winners:**
Texas APCO will cover conference registration. GHC 9-1-1 will cover the hotel, per diem, and airfare or mileage as outlined in the criteria below.
 - **Texas NENA Award Winners:**
Texas NENA will cover conference registration. GHC 9-1-1 will cover the hotel, per diem, and airfare or mileage as outlined in the criteria below.
 - **Silent Heroes:**
GHC 9-1-1 will cover the hotel stay for the banquet night, the banquet ticket, two days of per diem, and airfare or mileage as outlined below.
-

Reimbursement Criteria

- **Airfare:**
 - GHC will reimburse up to **\$500** for airfare.
 - If you choose to drive instead, your round-trip mileage reimbursement (home to hotel and back) must **not exceed \$500**.
- **Airfare Changes:**
 - Any changes made after the initial booking are the responsibility of the attendee and will **not** be reimbursed by GHC.
- **Ground Transportation:**
 - GHC will reimburse **only two** rides (Uber, Lyft, taxi):
 - Airport → Hotel
 - Hotel → Airport
 - No other rides for conference activities will be reimbursed.
 - **Receipts are required** for reimbursement.
- **Mileage Rate:**
 - Reimbursement will be calculated at **\$0.69 per mile**.
- **Hotel:**
 - GHC will cover the **conference-sponsored hotel** for the nights applicable to the award category.
 - Hotel reservations at non-conference-sponsored hotels will **not** be reimbursed.
 - A hotel receipt is required for reimbursement.
- **Per Diem:**
 - Per diem is provided at **\$80.00 per day**.

Reimbursement Process

A reimbursement check will be mailed after the conference once all required documentation is submitted.

If you prefer ACH payment, please notify us—additional information will be required by our finance department.

There will be a form to complete after the conference to upload receipts and complete ACH or mailing information for reimbursement.

Please feel free to reach out to me for any questions you might have!