

TO SUBMIT THIS FORM
E-Mail: Trust@thearcoftexas.org
FAX: 512-454-4956
MAIL: 8001 Centre Park Drive, Suite 100
Austin, Texas 78754



TRAVEL REQUEST FORM

MUST BE SUBMITTED 30 DAYS IN ADVANCE OF TRAVEL DATE

Beneficiary:	Primary Rep (PR):
Sub-Account Number:	PR Phone:
Date:	PR Email:
Benefits (✓ all that apply): <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> MEDICAID	TYPE _____

Travel expenses may be paid by the sub-account if the travel falls within the guidelines set out by the Social Security Administration. The travel must be approved in advance for payment to be made, before or after travel, from the sub-account. This form must be completed and submitted to The Arc of Texas Master Pooled Trust a **MINIMUM of 30 DAYS PRIOR** to the desired travel date(s). **RECEIPTS MUST BE PROVIDED AFTER TRAVEL IS COMPLETE.**

PLEASE CHOOSE TRAVEL APPROVAL OR TRAVEL ADVANCE

DATES & DESTINATION(S) OF TRAVEL

Departure Date: _____ Return Date: _____

From: _____ To: _____

Will there be multiple destinations? Yes No | If yes, list destinations: _____

Does the Beneficiary travel with an aide? Yes No | If yes, Name: _____

List the type of medical equipment, if any, required by the Beneficiary while traveling: _____

TRANSPORTATION (choose all that apply)

<input type="checkbox"/> AIR	Confirmation #: _____	<input type="checkbox"/> BUS	Confirmation #: _____	<input type="checkbox"/> PERSONAL VEHICLE	Estimated Mileage: _____
<input type="checkbox"/> TRAIN	Confirmation #: _____	<input type="checkbox"/> RENTAL CAR	Confirmation #: _____	<input type="checkbox"/> OTHER	_____

LODGING - Where will you be staying (Hotel, Air B&B etc.)

NAME: _____ CHECK IN DATE/CHECK OUT DATE: _____

ADDRESS: _____

PHONE: _____ RESERVATION #: _____

OTHER INFORMATION: _____

SOLE BENEFIT RULE APPLIES TO ALL TRAVEL- INCLUDING LODGING, TRANSPORTATION AND OTHER EXPENSES.

Complete and sign the back of this form →

Please allow **5-8 business days** for processing. Incomplete forms will be returned to the Primary Representative.

VISIT OUR WEBSITE TO DOWNLOAD OR COMPLETE THIS FORM ONLINE AT www.thearcoftexas.org/trust-forms

SECTION 1: Please list what type of funds are needed for the Beneficiary's travel.	
TRANSPORTATION	Amount
1.	
2.	
LODGING	Amount
1.	
2.	
OTHER (spending money, food, shopping etc.)	Amount
1.	
2.	
3.	
TOTAL ESTIMATED TRAVEL COSTS \$	

For **APPROVAL** only and payment after travel, **skip SECTION 2** and sign at the bottom.
 For travel **APPROVAL and ADVANCED FUNDS**, **complete SECTION 2** and sign at the bottom.

If you have more items/services or payment options (e.g. two (2) checks), attach another Travel Request Form. Only one Payee per payment option allowed. Include the amount for that payment option.

SECTION 2: Payment Options (Check, Direct Deposit or True Link Card)											
<input type="checkbox"/> Check	<table style="width:100%; border: none;"> <tr> <td style="width:35%;">Make Check Payable To: _____</td> <td style="width:65%;">Memo on Check (e.g. Invoice or account number): _____</td> </tr> <tr> <td style="border: none;">Amount \$ _____</td> <td> <table style="width:100%; border: none;"> <tr> <td colspan="2"><u>Mail Check To:</u></td> </tr> <tr> <td>Name: _____</td> <td>Address: _____</td> </tr> <tr> <td>City: _____</td> <td>State: _____ Zip: _____</td> </tr> </table> </td> </tr> </table>	Make Check Payable To: _____	Memo on Check (e.g. Invoice or account number): _____	Amount \$ _____	<table style="width:100%; border: none;"> <tr> <td colspan="2"><u>Mail Check To:</u></td> </tr> <tr> <td>Name: _____</td> <td>Address: _____</td> </tr> <tr> <td>City: _____</td> <td>State: _____ Zip: _____</td> </tr> </table>	<u>Mail Check To:</u>		Name: _____	Address: _____	City: _____	State: _____ Zip: _____
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Name: _____	Address: _____										
City: _____	State: _____ Zip: _____										
<input type="checkbox"/> Direct Deposit	<table style="width:100%; border: none;"> <tr> <td style="width:30%;">Bank Name: _____</td> <td style="width:20%;">Bank Phone: _____</td> <td style="width:50%;">Account Holder's Name: _____</td> </tr> <tr> <td> Checking <input type="checkbox"/> OR Savings <input type="checkbox"/> </td> <td colspan="2"> Last four (4) Digits of Bank Account Number: <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> </td> </tr> </table>	Bank Name: _____	Bank Phone: _____	Account Holder's Name: _____	Checking <input type="checkbox"/> OR Savings <input type="checkbox"/>	Last four (4) Digits of Bank Account Number: <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/>					
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<i>A Disbursement Direct Deposit Authorization Form MUST be completed or be on file for a direct deposit to be made.</i>											
<input type="checkbox"/> True Link Card	<table style="width:100%; border: none;"> <tr> <td style="width:65%;">Name of Card Holder: _____</td> <td style="width:35%;">Last 4 Digits of the Card: <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/></td> </tr> </table>	Name of Card Holder: _____	Last 4 Digits of the Card: <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/> <input style="width:30px; height:20px;" type="text"/>								
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By signing this I acknowledge that this is for the <u>sole benefit of the Beneficiary of the sub-account</u> .	
SIGNATURE of Primary Representative: _____	DATE: _____