



## Travel Reimbursement Policy Judges & Attorneys General

The Law & Economics Center will reimburse participants for qualifying travel expenses **upon successful completion of the program**. Successful completion of the program requires participation in all class sessions and group functions, including meals, and completion of the program evaluation.

Travel reimbursement is 100% up to \$350 plus 50% of the amount exceeding \$350, up to a maximum of \$500. For those traveling from Alaska and Hawaii, the reimbursement is 100% up to \$500, plus 50% of the amount exceeding \$500, up to a maximum of \$750.

PLEASE NOTE ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES.

Reimbursable travel expenses are for travel TO AND FROM THE PROGRAM ONLY and include:

- **ROUND-TRIP, COACH CLASS AIRFARE or TRAIN TICKET**  
Receipt required and must indicate the dates traveled and the dollar amount of the ticket. Upgrades and airfare purchased with frequent flier miles are NOT reimbursable. Please provide a written explanation if other than a simple round-trip ticket.
- **GROUND TRANSPORTATION**  
Receipts required. Includes airport shuttle service, taxi fares, or public transportation taken to and from the airport or train station. Hotel parking is also reimbursable if you drive to the program.

OR

- **ROUND-TRIP AUTOMOBILE TRAVEL**  
A printed map with mileage is required (e.g., MapQuest, Google)  
Mileage for personal vehicles may be reimbursed at the current IRS standard mileage rate for business, but reimbursement may not exceed the cost of a round-trip 14-day coach airfare between your local airport and the event venue.

The following expenses are NOT reimbursable:

- Car rental\*
- Meals
- Baggage fees for programs of two nights or fewer
- Transportation expenses incurred while attending the program
- Upgrades and airfare purchased with frequent flier miles
- Change fees
- Expenses associated with a spouse or guest travel, meals or lodging

*\*For programs held in remote locations only (e.g., Duck Key, FL), the LEC will allow car rental expenses up to the cost of round-trip shuttle fare to and from the airport.*

Reimbursements must be submitted within 30 days of the completion of the program. Requests received after that date may not be processed.