



## Participant Reimbursement Request For Travel by Personal Vehicle

Program Title: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Participant Email Address: \_\_\_\_\_

Mailing Address for Check: \_\_\_\_\_

Alternative Pay to the Order Information: \_\_\_\_\_

**Information and Instructions**

Travel reimbursements are only available for program participants who have traveled to an LEC program by personal vehicle and **successfully completed the program**. Successful completion of a program requires participation in all class sessions and group functions, including meals.

Participants may be reimbursed for mileage at the rate of \$0.54/mile for the first 200 miles and \$0.19/mile thereafter. Self-park parking expenses may also be included, however, total reimbursement may be no more than the cost of a 30-day advance purchase coach airfare or train fare.

*A printed map with mileage (e.g., MapQuest, Google), a hard copy itinerary indicating approximate cost of a 30-day advance purchase coach airfare or train fare (e.g., Expedia, Orbitz), and original parking receipts are required.*

**Expenses for Travel by Personal Vehicle**

**Round-trip Automobile Travel:**

**Mileage** \_\_\_\_\_ Miles @ \$0.540 \_\_\_\_\_ Miles @ \$0.190 = \$ \_\_\_\_\_  
 54.0 cents/mile for the first 200 miles, 19.0 cents/mile exceeding 200 miles

Origin of Travel (city & state): \_\_\_\_\_

**Parking** \$ \_\_\_\_\_

**Total of Travel Reimbursement** \$ \_\_\_\_\_

I hereby request reimbursement of the travel expenses detailed above and certify that these expenses were incurred by me to attend the above referenced Law & Economics Center program. These expenses have not been previously claimed nor are they being reimbursed by another source.

\_\_\_\_\_  
**Participant Signature** **Date**

Reimbursement **requests must be submitted within six (6) weeks** of program completion to:

Law & Economics Center, George Mason University School of Law  
 3301 Fairfax Drive, MS1G3, Arlington, VA 22201

Please allow 4 to 5 weeks for processing and issuance of check after your request is received.

**Questions?** Attorneys General Education Program 703.993.9964  
 Judicial Education Program 703.993.8008