



MASON ATTORNEYS GENERAL
EDUCATION PROGRAM

AGEP Travel Reimbursement Form

Program Title: _____

Program Dates: _____

Participant Name: _____

Participant Email Address: _____

Mailing Address for Check: _____

Alternative Pay to the Order Information: _____

Expenses

Airline or Train Tickets

\$ _____

Receipts must indicate the dates traveled and the dollar amount of the ticket.

Ground Transportation

\$ _____

Includes airport shuttle service, taxi fares, or public transportation taken to and from the airport or train station.

Round-trip Automobile Travel

Mileage _____ Miles @ \$0.560 _____ Miles @ \$.246 = \$ _____

56.0 cents/mile for the first 100 miles, 24.6 cents/mile exceeding 100 miles

Origin of Travel (city & state): _____

Parking

\$ _____

Total of Qualifying Travel Expenses

\$ _____

Less 50% of those expenses over \$500

(\$ _____)

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 with original receipts must be submitted within six (6) weeks** of program completion to:

Colleen Cherico, 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? Please contact the AGEP at 703.993.9964.

Reimbursement Information and Instructions

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.

The maximum reimbursement is \$500 plus 50% of the amount exceeding \$500. (For example, for reimbursable travel expenses totaling \$750, the program would reimburse \$500, plus 50% of \$250, for a total of \$625.) For those traveling from Alaska and Hawaii, the reimbursement limit is \$1,000, plus 50% of the amount exceeding \$1,000.

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 an 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 a rate of 56 cents/mile for the first 100 miles, 24.6 cents/mile exceeding 100 miles, but reimbursement may not exceed the cost of a roundtrip 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

Reimbursements must be submitted within six (6) weeks of the completion of the program. Requests received after that date may not be processed.