GEORGE MASON UNIVERSITY SCHOOL OF LAW

LAW & ECONOMICS CENTER

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 prevailing business rate of $0.575/mile for the first 100 miles $0.246/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 @ $0.575 _____Miles @ $0.246 = $_____
    56.0 cents/mile for the first 100 miles, 24.6 cents/mile exceeding 100 miles

    Origin of Travel (city & state): _____

    Parking $_____

    Total of 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