



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, or public transportation taken to or from the airport or train station only. \$ _____

Round-trip Automobile Travel:

Mileage _____ X .58 = \$ _____

Origin of travel, including city & state (Please append a map): _____

Tolls/Parking: \$ _____

Total of Qualifying Travel Expenses: Total \$ _____

of Travel Reimbursement: (\$750 or \$1,000) \$ _____

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 **should be submitted within 30 days** of program completion. They can be mailed, faxed, or scanned and emailed to the attention of Aaron Fraser.

Address: Attn: Aaron Fraser, Law & Economics Center, George Mason University
Antonin Scalia Law School, 3301 Fairfax Drive, MS 1G3, Arlington, VA 22201

Email: afraser6@gmu.edu

Fax: 703.993.9966

Questions? Please contact Aaron Fraser at 703.993.9960 or afraser6@gmu.edu

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 travel reimbursement is \$750. For those traveling from Hawaii or Alaska, the maximum travel reimbursement is \$1,000.

Please note that **receipts are required for reimbursement.**

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

- **ROUND-TRIP, COACH CLASS AIRFARE or TRAIN TICKET**
Receipt required. 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**
Includes airport shuttle service, taxi fares, or public transportation taken to and from the airport or train station.

OR

- **ROUND-TRIP AUTOMOBILE TRAVEL**
Please append a map to your form, showing the starting and ending location of your route (e.g. Google Maps)
For participants who have driven to attend a program, mileage reimbursements will be calculated using the IRS' standard business reimbursement rate of 58 cents per mile. Hotel parking is only reimbursable if you drive to the program.

The following expenses are **NOT** reimbursable:

- Meals
- Car Rental*
- Baggage fees for programs of two nights or less
- 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, (i.e. greater than 50 miles from the airport), 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 be delayed or not processed.

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