



The Law & Economics Center will reimburse participants for **reasonable and 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**. Travel reimbursement is **100% up to \$500 plus 50% of the amount exceeding \$500**, up to a **maximum of \$750**.

Please note, receipts are required for all expenses.

Participants traveling from **Alaska or Hawaii** to the mainland are reimbursed up to an additional **\$250**.

Reasonable and qualifying travel expenses are those incurred for travel **to and from the program only** and may include:

• ***Round-trip, “coach” or “economy” class airline or train tickets only***

Upgrades of any kind are **not** covered, including, but not limited to, business or first class, extra leg room, or Wi-Fi. Airfare purchased with frequent flier miles is **not** covered.

Baggage fees may be included for programs **exceeding three nights**.

Please provide an explanation if other than a simple round-trip ticket, consistent with the aforementioned guidelines, are purchased

• ***Ground transportation taken to and from the airport or train station***

Examples include airport shuttle service, taxi fares, and public transportation

-OR-

• ***Travel by personal vehicle***

A map indicating origin of travel, final destination, and total miles driven is required (e.g., MapQuest, Google). Mileage for personal vehicles may be reimbursed at the current IRS business mileage rate of 58.5 cents/mile, but reimbursement may not exceed the cost of an advance-purchase, round-trip coach ticket between your local airport and the program venue. Hotel parking is also reimbursable for those traveling to and from a program by personal vehicle.

The following expenses are **not** covered by the Law & Economics Center:

- Car rental*
- Parking for rental car
- Meals
- Baggage fees for programs of three 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
- Parking at home airport

**Some programs held in remote locations may be eligible for limited car rental expenses.*

Reimbursement requests must be submitted with form and receipts within **four (4) weeks** of program completion to:

Dominic Scavuzzo, Program Assistant, Attorneys General Education Program – dscavuzz@gmu.edu

Questions? Please contact Dominic at 703.993.8388 or dscavuzz@gmu.edu