



Law & Economics Center

School of Law
3301 Fairfax Drive, MS 1G3, Arlington, Virginia 22201
Phone: 703-993-8040; Fax: 703-993-8181; Web: MasonLEC.org

Title of Event: _____

Date of Event: _____

EXPENSE REIMBURSEMENT REQUEST

Name: _____

Office Address: _____

The program reimburses each participant for qualifying travel expenses, including air travel to and from the program and ground transportation, including taxis, airport shuttles, Metro fare and mileage for those who drive to the program. The maximum reimbursement for ALL travel expenses 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. Air travel should reflect the lowest available coach-class air fare. Auto travel is reimbursed at the IRS rate of 55.5 cents per mile. The guidelines are listed below. Please note where **receipts** are needed. **ALL RECEIPTS MUST BE ORIGINALS.**

Reimbursable travel expenses include:

- **ROUND-TRIP, COACH CLASS AIR TRAVEL**
Note: Receipt – Proof of Purchase needed.
- **OR, ROUND-TRIP AUTO TRAVEL: 55.5 cents/mile.**
Note: Please print out an online map showing mileage (Mapquest, Google maps, etc)
- **GROUND TRANSPORTATION: Airport shuttle service, parking and taxis to or from the airport or between the hotel and the classroom space.**

Hotel and food charges incurred in transit are NOT reimbursable. Tips are also NOT reimbursable. Please list all reimbursable expenses below or in a cover letter. Attach appropriate receipts for each, including the passenger receipt portion of your airline ticket (e-ticket version is fine), with explanation of any travel other than a simple round-trip, or a fare that exceeds the allowance. ***Allow 4-5 weeks for processing and issuance of reimbursement check after your request is received.***

Return to:

Jeff Smith
Director of Special Programs
George Mason University School of Law
Law & Economics Center
3301 Fairfax Drive
Arlington, VA 22201

Total to be	\$
reimbursed:	_____
Less Guest Charges	
(if any)	\$ _____
Total	\$
Reimbursement:	_____