



LEC Travel Policy

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; starting and ending locations must be included (e.g., airport for flights, addresses for ground transportation).

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

Reimbursable travel expenses are **for travel to and from the program only** and include:

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

Please provide trip itinerary or ticket information.

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 taken to and from the airport or train station**

Allowable expenses include airport shuttle service, taxis or public transportation to and from the airport, mileage to and from airport, airport parking, and hotel parking (if participant has driven to the program).

-OR-

- **Round-Trip Automobile Travel**

Mileage for personal vehicles may be reimbursed at the current IRS business mileage rate of 62.5 cents/mile.

Please print and attach an online map showing mileage (i.e., MapQuest, Google, etc.).

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

- Food charges
- Rental cars (*Limited car rental expenses may be eligible for programs held in remote locations, up to the cost of a round-trip shuttle fare to and from the airport.*)
- Baggage Fees for programs of two nights or fewer
- Transportation expenses incurred while attending the program
- Upgrades and airfare purchased with frequent flier miles
- Expenses associated with a spouse or guest travel, meals or lodging

Please note:

Reimbursement forms will be automatically sent to participants following the conclusion of the program and will be completed online.

Please allow **4 to 5 weeks** for processing and issuance of check following receipt of your request.

Questions should be addressed to MasonJEP@gmu.edu.