



## Visit Expense Reimbursement Form Instructions For 2014 Admitted Students

Travel reimbursement will be paid only if the admitted student supplies receipts and the required reimbursement forms ([Federal W-9 form](#) and [Marquette University Travel Reimbursement form](#)).

### **Please review reimbursement conditions before proceeding:**

- Be sure to notice that reimbursement conditions vary depending on the date of your visit.
- Be sure to further notice that reimbursement conditions also vary depending on whether or not you enroll at Marquette Law School (for dates other than March 29, 2014):
  - Click [here](#) for reimbursement conditions if you visited for the Admitted Student Open House on March 29, 2014.
  - Click [here](#) for reimbursement conditions if you visited on a date **other than** March 29, 2014 that was between the date of your offer of admission and August 1, 2014.
- Only one travel reimbursement request is permitted per admitted student.
- Reimbursement will only be made directly to the admitted student.

Please see below for more specifics on filling out the form.

### NAME/DEPARTMENT/MAIL CHECK TO/PURPOSE OF TRAVEL:

Please list your full name, Law School Admissions Department, your complete mailing address, and Law School visit in the appropriate lines. *[Note: Reimbursement checks will be mailed according to the timeline listed in the applicable reimbursement conditions.]*

DATE: Date expenses were incurred.

LOCATION: City and State traveling to/from.

AUTO: Auto rental OR mileage allowance

#### 1. Car Rental

- a. Reimbursement can be applied to up to three days rental of an automobile for travel directly to and from Milwaukee, WI.
- b. Admitted students are responsible for gasoline charges, and mileage reimbursement does not apply to rented vehicles.

- c. Report auto rental cost and attach original receipt.
- 2. For use of personal auto indicate:
  - a. Miles driven to/from Milwaukee, WI – the dollar amount is calculated based on the current calendar year 2014 reimbursement rate of \$0.56 per mile.

**AIR:** An airfare reimbursement can only be applied to roundtrip economy or coach class airfare to General Mitchell International Airport (MKE). Reimbursement applies to the airfare of the admitted student only. Attach both the itinerary from the airline/travel agent/online travel website showing dates of travel and the receipt showing the amount paid.

**TRAIN:** A train reimbursement can only be applied to roundtrip Amtrak rail service to the Milwaukee Amtrak Intermodal Station (MKE) or the General Mitchell International Airport Amtrak Station (MKA). Reimbursement applies to the fare of the admitted student only. Report cost of train fare; attach original receipt.

**LODGING/HOTEL:** A reimbursement can only be applied for no more than two nights stay at a hotel in the city of Milwaukee, WI or in Milwaukee County, WI. Limit of one room; room charge, plus tax only. Attach original, itemized bill.

**EXCLUSIONS/OTHER EXPENSES:** Reimbursement may not be applied to meals/food/beverages, luggage/baggage fees, gasoline, parking fees, taxi, cab, or car service fares, or local car rental charges (i.e., this policy excludes car rental for those who travel to Milwaukee by method other than a rented car).

**TOTAL EXPENSES:** Grand total of all qualifying expenses to be reimbursed.  
**TOTAL REIMBURSEMENT:** Equals "Total Expenses."  
**ADVANCE/BALANCED RETURNED:** Enter "0."  
**BALANCE DUE TO YOU:** Enter "Total Expenses."  
**SIGNATURE AND DATE:** Be sure to sign and date your reimbursement request.  
**APPROVAL:** Leave blank.

**Be sure to keep a copy of your completed reimbursement form and receipts.**

Please feel free to contact us with any questions about the policy (414.288.6767 or [law.admission@marquette.edu](mailto:law.admission@marquette.edu)).

**Mail reimbursement requests to:**

Marquette University Law School  
Office of Admissions, EK 132  
PO Box 1881  
Milwaukee, WI 53201-1881

**Email requests to:**

[law.admission@marquette.edu](mailto:law.admission@marquette.edu)