



## Visit Expense Reimbursement Form Instructions For 2025 Admitted Students

Travel reimbursement will be paid only if the admitted student supplies receipts and the required reimbursement form ([Marquette University non-Employee 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 April 5, 2025).
  - Click [here](#) for reimbursement conditions if you visited for the Admitted Student Open House on April 5, 2025.
  - Click [here](#) for reimbursement conditions if you visited on a date **other than** April 5, 2025, that was between the date of your offer of admission and August 1, 2025.
- Only one travel reimbursement request is permitted per admitted student.
- Receipts must show the date, the amount paid, and the method of payment.
- Reimbursement will only be made directly to the admitted student.
- Reimbursement will not be applied for expenses paid through the use of miles programs, points programs, or any similar rewards programs.

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

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

Please input 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, originating from your current place of residence (as listed on your application for admission).
- 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.
- d. Local car rental charges are excluded (see below "Exclusions").

#### 2. For use of personal auto indicate:

- a. Miles driven to/from Milwaukee, WI and originating from your current place of residence (as listed on your application for admission)– the dollar

amount is calculated based on the current calendar year rate of reimbursement as indicated on the [Marquette University non-Employee Travel Reimbursement Form](#); as of January 2025 this rate was \$0.70 per mile and is subject to change.

**AIR:** An airfare reimbursement can only be applied to roundtrip economy or coach class airfare to General Mitchell International Airport (MKE) and originating from your current place of residence (as listed on your application for admission). 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 and the method of payment.

**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), originating from your current place of residence (as listed on your application for admission). Reimbursement applies to the fare of the admitted student only. Report cost of train fare; attach original receipt.

**BUS:** A bus reimbursement can only be applied to roundtrip bus service to downtown Milwaukee, originating from your current place of residence (as listed on your application for admission). Reimbursement applies to the fare of the admitted student only. Report cost of bus 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:** Reimbursement may not be applied to meals/food/beverages, hotel Wi-Fi fees, luggage/baggage fees, trip insurance, gasoline, parking fees, tolls, taxi, cab, or ride share service (e.g., Uber, Lyft) 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). All travel must be for consecutive days/nights. Extended stays are not permitted. Only one travel reimbursement request is permitted per admitted student. Reimbursement is not available for the use of reward program points. A reimbursement check may be made payable to the admitted student only.

**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."  
**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)).

**Email reimbursement form and receipts to:**  
[law.admission@marquette.edu](mailto:law.admission@marquette.edu)

**or**

**Mail reimbursement form and receipts to:**  
Marquette University Law School  
Office of Admissions, EK 132  
PO Box 1881  
Milwaukee, WI 53201-1881