



2021 REIMBURSEMENT/TRAVEL COVERAGE POLICY FOR ADMITTED STUDENTS

Welcome to Marquette Law School! We realize that choosing a law school is a deeply personal and complicated decision. While we hope that you will plan to [visit us in-person](#), virtual options are, of course, available.

To ease the expense of your visit, we are pleased to offer reimbursement toward hotel and travel expenses.

Reimbursement Conditions: Reimbursement is payable only if the admitted student makes an official, in-person visit to Marquette Law School. Official visits include individual appointments, information sessions, or open houses. The visit must take place between the date of the student's offer of admission and August 1, 2021.

An admitted student that visits Marquette Law School may have their travel and/or lodging costs reimbursed up to a maximum of \$550 if they enroll at Marquette Law School in August 2021. If they do not enroll at Marquette Law School in August 2021, the maximum amount of a potential travel and/or lodging reimbursement for an admitted student is \$350.

In all cases, travel reimbursement will be paid only if the admitted student supplies receipts and the required reimbursement forms ([Federal W-9 form](#) and [Marquette University non-Employee Travel Reimbursement Form](#)). Please do not make any arrangements without reviewing all of the specifics.

Reimbursement Timeline:

For an admitted student that enrolls at Marquette Law School in August 2021, the reimbursement will be payable after fall semester classes begin in late August 2021.

If the admitted student does not enroll at Marquette Law School in August 2021, the admitted student will be eligible to submit a request for reimbursement at the point that they withdraw from the fall 2021 entering class at Marquette Law School.

In all cases, reimbursement will be paid only if the admitted student supplies receipts and the required reimbursement forms ([Federal W-9 form](#) and [Marquette University non-Employee Travel Reimbursement Form](#)). The visit must take place between the date of the admitted student's offer of admission and August 1, 2021. Please see below for more specifics. Please do not make any arrangements without reviewing all of the specifics.

Travel to and from Milwaukee, Wisconsin

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. When requesting reimbursement, the admitted student must supply both the itinerary from the airline/travel agent/online travel website showing dates of travel and the receipt showing the amount paid.

AUTOMOBILE MILEAGE

Reimbursement can only be applied to drive the admitted student's own vehicle (or other vehicle of a family member or significant other of the admitted student) to Milwaukee, WI. Reimbursement will be at the rate of the current calendar year rate of reimbursement as indicated on the [Marquette University non-Employee Travel Reimbursement Form](#); as of November 2020 this rate was \$0.575 per mile and is subject to change. Marquette Law School will reimburse roundtrip automobile mileage only up to the equivalent amount of the cost of roundtrip coach airfare to/from Mitchell Airport in Milwaukee, WI.

CAR RENTAL

Reimbursement can be applied to up to three days rental of an automobile for travel directly to and from Milwaukee, WI. Admitted students are responsible for gasoline, and mileage reimbursement per above does not apply to rented vehicles. Local car rental charges are excluded (see below "Exclusions").

TRAIN/RAIL

A train/rail 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.

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.

EXCLUSIONS

Reimbursement may not be applied to meals/food/beverages, 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 reimbursement expenses must be incurred on consecutive travel dates.

Only one travel reimbursement request is permitted per admitted student.

Reimbursement checks may be made payable to the admitted student only.

Feel free to contact us with any questions about the policy. We hope to see you at Marquette Law School, first as a visitor and then as a member of the incoming class!

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