ADMITTED STUDENT OPEN HOUSE ON MARCH 25, 2017
REIMBURSEMENT/TRAVEL COVERAGE POLICY

An admitted student that attends the March 25, 2017 Open House may have his/her travel costs reimbursed up to a maximum of $550, whether or not he/she enrolls at Marquette Law School in August 2017 (see specific reimbursement conditions below). Additionally, an admitted student may stay Friday night, March 24, 2017 and/or Saturday night, March 25, 2017 at the Courtyard Marriott Milwaukee Downtown, compliments of the Law School.

Hotel block:
Marquette University Law School has reserved a block of rooms for admitted students at the Courtyard Marriott Milwaukee Downtown. King rooms (single sofabeds are also included in all king rooms) or queen-queen rooms will be assigned based on space availability at the hotel. These rooms must be reserved through the Law School and in the student’s name. Room charges and applicable taxes are compliments of Marquette Law School; all other expenses are your responsibility (i.e., parking, meals, snacks, beverages, etc.). Reservation deadline is Wednesday, March 1, 2017, 11:59 p.m. Reservations are not guaranteed after this date. Request a room.

Travel Reimbursement Conditions for attending on March 25, 2017: Reimbursement is payable only if the admitted student actually attends the Open House event on March 25, 2017. Please do not make any arrangements prior to reviewing all of the specifics.

For an admitted student that attends the Open House on March 25, 2017, reimbursement of travel costs up to a maximum of $550 is available even if the student does not enroll at Marquette Law School in August 2017.

In all cases, travel reimbursement, up to a maximum of $550, 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). Again, 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 and from 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; this rate was $0.535 per mile as of March 24, 2017. 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, Wisconsin.

**CAR RENTAL**
Reimbursement can be applied for the cost of up to three days rental of an automobile for travel directly to and from Milwaukee, WI. Admitted students are responsible for gasoline charges, 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.

**EXCLUSIONS**
Reimbursement may not be applied to meals/food/beverages, luggage/baggage fees, gasoline, parking fees, tolls, 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).

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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