



## **ADMITTED STUDENT OPEN HOUSE ON MARCH 25, 2023 REIMBURSEMENT/TRAVEL COVERAGE POLICY**

An admitted student that attends the March 25, 2023 Open House may have their travel costs reimbursed up to a maximum of \$900, whether or not they enroll at Marquette Law School in August 2023 (see specific reimbursement conditions below).

**Travel Reimbursement Conditions for attending on March 25, 2023:** Reimbursement is payable only if the admitted student actually attends the Open House event on March 25, 2023. 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, 2023, reimbursement of travel costs up to a maximum of \$900 is available even if the student does not enroll at Marquette Law School in August 2023.

In all cases, travel reimbursement, up to a maximum of \$900, 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 \$0.625 per mile as of September 2022 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 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.

**BUS:** A bus reimbursement can only be applied to roundtrip bus service to downtown Milwaukee. 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. Only one travel reimbursement request is permitted per admitted student.

All reimbursement expenses must be incurred on consecutive travel dates.

Only one travel reimbursement request is permitted per admitted student.

A reimbursement check 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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