



**REIMBURSEMENT/TRAVEL COVERAGE POLICY
FOR ADMITTED STUDENTS VISITING ON A DATE OTHER THAN MARCH 25, 2023**

In the event that March 25, 2023 is inconvenient, please consider visiting on a date more convenient for you. Individual appointments are available on most weekdays. See our [website](#) for details and the link to the visit request form. Visit arrangements can also be made by calling our office at (414) 288-6767.

An admitted student that visits Marquette Law School on a date other than March 25, 2023 may have their travel and/or lodging costs reimbursed up to a maximum of \$900 if they enroll at Marquette Law School in August 2023. If they do not enroll at Marquette Law School in August 2023, the maximum amount of a potential travel and/or lodging reimbursement for an admitted student that visits on a date other than March 25, 2023 is \$500.

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 Conditions for visiting on a date other than March 25, 2023:

Reimbursement is payable only if the admitted student has a confirmed appointment with the Office of Admissions. The visit must take place between the date of the student's offer of admission and August 1, 2023.

Reimbursement Timeline:

For an admitted student that enrolls at Marquette Law School in August 2023, the reimbursement will be payable after fall semester classes begin in late August 2023.

If the admitted student does not enroll at Marquette Law School in August 2023, the admitted student will be eligible to submit a request for reimbursement at the point that they withdraw from the fall 2023 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](#)). Again, the visit must take place between the date of the admitted student's offer of admission and August 1, 2023. 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 September 2022 this rate was \$0.625 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.

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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