REIMBURSEMENT/TRAVEL COVERAGE POLICY
FOR ADMITTED STUDENTS VISITING ON A DATE OTHER THAN APRIL 4, 2020

In the event that April 4, 2020 is inconvenient, please consider attending one of our Admissions Information Sessions and observing a class. Sessions are scheduled monthly during the spring semester; see https://law.marquette.edu/prospective-students/information-admitted-jd-students-visit for dates and details. Individual appointments are also available on most weekdays, should you find that your needs are better met in that manner. Please contact our office at 414.288.6767 to arrange an individual visit.

An admitted student that visits Marquette Law School on a date other than April 4, 2020 may have his/her travel and/or lodging costs reimbursed up to a maximum of $550 if he/she enrolls at Marquette Law School in August 2020. If he/she does not enroll at Marquette Law School in August 2020, the maximum amount of a potential travel and/or lodging reimbursement for an admitted student that visits on a date other than April 4, 2020 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 Conditions for visiting on a date other than April 4, 2020:
Reimbursement is payable only if the admitted student attends an information session or has a confirmed individual appointment with the Office of Admissions. The visit must take place between the date of the student’s offer of admission and August 1, 2020.

Reimbursement Timeline:
For an admitted student that enrolls at Marquette Law School in August 2020, the reimbursement will be payable after fall semester classes begin in late August 2020.

If the admitted student does not enroll at Marquette Law School in August 2020, the admitted student will be eligible to submit a request for reimbursement at the point that he/she withdraws from the fall 2020 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, 2020. 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 February 2019 this rate was $0.580 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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Sean Reilly, Assistant Dean
Stephanie Nikolay, Director
Office of Admissions
Marquette University Law School
law.admission@marquette.edu
http://law.marquette.edu
(414) 288-6767