



2019 Pro Bono Spring Break Reimbursement Parameters and Instructions

Parameters and instructions for submitting your reimbursement requests for the 2019 Pro Bono Spring Break trip are detailed below. Make sure you also received the reimbursement form, which is in an Excel spreadsheet.

Hotel

If you are staying in a hotel, the room and tax will be billed directly to TATJC. We will also pay for parking at the hotel. If the hotel asks you to pay for parking, contact us immediately. All other incidentals, including internet costs, are your responsibility. For most placements, check out is before lunch on Friday, so you will need to check out of your hotel Friday morning before going to your work site.

Meals

If you will be traveling away from your school's city, you will be reimbursed up to \$30 per day Monday through Friday for meal and beverage costs (**excluding alcohol**). For Sunday, you will be reimbursed up to \$15. If you are staying in your school's city, you will be reimbursed for lunches Monday through Friday up to \$10. For each meal reimbursement request, an itemized receipt detailing what you ordered must be submitted. Either scan receipts in and send a copy or tape originals to a sheet of paper. If you send a scanned copy of the receipts, keep the originals until you receive your reimbursement in case we need the originals. *A receipt listing only the amount charged is not sufficient.*

Travel

Mileage: People who informed Catherine Galloway that they would be the designated reimbursed driver for their school or city or placement will be reimbursed. If you have been assigned to be in a carpool group but decide to arrange your own transportation, you will NOT be reimbursed for mileage, parking, or tolls. The State Bar mileage rate is \$0.545 per mile. Keep a daily travel log of where you went and the miles traveled. Please use Google Maps to calculate mileage. You must submit the travel log with your reimbursement form. Mileage will be reimbursed for:

- Travel between your school's city and your host city for the trip there and back;

- Travel between the hotel and your work site location Monday through Friday for the trip there and back; and
- Travel between work site or hotel to restaurant, provided it's a reasonable distance.

Parking & Tolls: You will also be reimbursed for reasonable parking and tolls incurred for traveling to your host city or due to work duties. If you have been assigned to be in a carpool group but decide to arrange your own transportation, you will NOT be reimbursed for mileage, parking, or tolls. Please provide the original parking or toll receipt with the reimbursement form.

Submitting your Request for Reimbursement

Please use the Excel spreadsheet attached to the email for your reimbursement request. To obtain reimbursement, you must attach itemized receipts to the reimbursement form and your travel log (if applicable); submit the form, receipts, and travel log to our office **no later than Monday, April 1** for students participating in Pro Bono Spring Break I (March 11-15) or **Monday, April 8** for students participating in Pro Bono Spring Break II (March 18-22). Alcohol, entertainment, internet, other incidental expenses, or expenses associated with a spouse/guest will not be reimbursed.

Send reimbursement requests via email or mail to:

Catherine Galloway
catherine.galloway@texasatj.org

Texas Access to Justice Commission
Attention: Catherine Galloway
1414 Colorado Street, 4th Fl.
Austin, TX 78701

Please allow three to four weeks to process your request.

Questions?

Contact Catherine Galloway at Catherine.Galloway@texasatj.org or 512-427-1892.