



2023 Hybrid Pro Bono Spring Break Reimbursement Parameters and Instructions

Meals

Virtual Participation: A accepted PBSB participant receives a lunch meal per diem not to exceed \$12 per day, Monday through Friday. Alcohol is not covered.

In-Person Participation: An accepted PBSB participant receives a meal per diem not to exceed \$45 per day, Monday through Friday. Alcohol is not covered.

For both virtual and in-person participants, an itemized receipt detailing what you ordered must be submitted for each meal reimbursement request. Either scan receipts, make and send a copy, or tape originals to a sheet of paper and mail them in with the reimbursement form. If you send a scanned copy of the receipts, keep the originals until you receive your reimbursement in case the originals are needed. *A receipt listing only the amount charged will not be accepted.*

IN-PERSON PARTICIPATION ONLY

Lodging

If you are accepted as a 2023 PBSB participant and indicated on your application that you want an in-person placement and need lodging, TAJC will arrange modest hotel accommodations and the room and tax will be billed directly to TAJC. TAJC will also pay for parking at the hotel. If the hotel asks you to pay for parking or lodging, contact us immediately. All other incidentals, including internet costs, are your responsibility. Please review the hotel's check-out policy before Friday, and check out of the hotel on Friday before going to your work site. BE AWARE: The hotel staff may ask you to put a credit card on file upon check-in. The hotel may put a hold on funds (up to \$200) until three to five days after you check out.

Travel

Mileage: If you are accepted as a 2023 PBSB participant and indicated on your application that you want an in-person placement, TAJC will reimburse mileage if you submit a mileage/travel log with your completed reimbursement request form. The State Bar mileage rate is \$0.625 per mile. You must keep a daily mileage/travel log of where you went and the miles traveled. 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, if 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. Please provide the original parking or toll receipt with the reimbursement form.

ALL PBSB PARTICIPANTS - Submitting a Request for Reimbursement

Please use the Excel spreadsheet attached to your PBSB program acceptance email to submit a reimbursement request. To obtain reimbursement, you must submit itemized receipts with the fully completed and *signed* reimbursement form to our office **no later than March 24** for Week I Participants (March 6-10) or **March 31** for Week II participants (March 13-17). Alcohol will not be reimbursed. Please allow four weeks to process your request. Send reimbursement requests with detailed receipts to the Latoriyan Freeman by email freeman@texasbar.com or mail: Texas Access to Justice Commission, Attention: Tori Freeman, P.O. Box 12487, Austin, TX 78711.

Questions? Contact our office directly: [512-427-1855](tel:512-427-1855).
