2025 TRAVEL REIMBURSEMENT GUIDELINES

The AILC will reimburse reasonable travel expenses up to $750 per qualified applicant who attends the summer program. If funding is available for the return trip, we will offer to reimburse for travel home.

IMPORTANT:

- Due to strict grant requirements, funding will be paid out as a reimbursement to you for your travel to get to the program and return home. AILC is not able to provide funding in advance.
- Students are strongly encouraged to seek other funding sources and to utilize AILC funding to supplement any unmet needs.
- This reimbursement is not intended to cover all expenses, but to help support your participation.
- Qualified students must submit appropriate receipts (see guidelines below) and a reimbursement form to receive their reimbursement. Students will receive a reimbursement application at registration and another one at the end of the program.
- Students must provide original receipts for ALL items they request for reimbursement.

Baggage Fees	AILC can reimburse baggage fees for one bag. Does not include upgrades or additional fees.
Economy Airfare	AILC can reimburse the cost of ECONOMY airfare to and from Albuquerque from your home airport for the dates of the program. Does not include upgrades. You must submit the itinerary with your name on it and proof of payment. Travel should be booked at least three weeks in advance.
Mileage	AILC can reimburse mileage at the federal rate (.67) up to $750 for the use of a personal vehicle to and from Albuquerque from your home. You must submit a MapQuest or google maps mileage statement for the most direct route.
Lodging and Meals	AILC DOES NOT REIMBURSE LODGING OR MEALS.
Ground Transportation	AILC can reimburse the cost of ground transportation, including rideshares or mileage to and from the home airport and the Albuquerque airport. This includes tipping, but only up to 15%. No upgrades, regular rates only. Remember, we will reimburse up to a total of $750 for travel. Your name and date/time of travel must be on the receipt.