



P.O. BOX 4456
ALBUQUERQUE, NEW MEXICO 87196

TEL. 505.277.5462 | FAX 505.277.1035 | WWW.AILC-INC.ORG

PLSI Judicial Clerkship Workshops
Seattle, WA/Olympia, WA
November 5-7, 2026

Events will take place at the Sheraton Grand Seattle, Kilpatrick Law Firm, and the Washington Supreme Court.

TRAVEL REIMBURSEMENT GUIDELINES

The American Indian Law Center will reimburse reasonable travel expenses (airfare and local transportation) up to \$750 per qualified participant who registers and attends all workshops. We reserved funding from our Bureau of Indian Education (BIE) grant to support up to 30 law students who are members of a federally recognized tribe, 1/4 blood quantum, or first descendant of a tribal member. Members of a State recognized tribe must have attended PLSI. We appreciate your help in saving on travel expenses for our events. If you have questions, please contact Savannah Lee at slee@ailc-inc.org or 505-277-5462.

ELIGIBILITY REQUIREMENTS:

- Current J.D. student at an ABA accredited law school
- Member of a federally recognized tribe, 1/4 blood quantum, or first descendant of a tribal member
- Member of a state recognized tribe and attended PLSI

IMPORTANT:

- Due to strict grant requirements, funding will be paid out as a reimbursement to you for your travel expenses to attend this event. We will provide double-occupancy lodging for qualified students at the host hotel. Lodging will be charged directly to AILC.
- Students are strongly encouraged to seek other funding sources and to utilize AILC funding to supplement any unmet needs.
- All expenses must be covered in the terms of these guidelines. Help us to save money!
- This reimbursement is not intended to cover all expenses, but to help support your participation.
- AILC can reimburse a law school's student group or program that is willing to advance the cost to help qualified law students attend this event. The program must invoice AILC for the amounts with a breakdown per student and submit all supporting documentation. Again, AILC will reimburse up to \$750 per qualified law student who registers, attends all workshops, and submits the proper documentation for reimbursement.
- Qualified law students must submit appropriate receipts (see guidelines below) and a reimbursement form to receive the reimbursement. Students will receive a reimbursement application AFTER the event. AILC will not accept receipts submitted in advance.
- Students must provide receipts for ALL items requested for reimbursement.
- If you attended PLSI and do not qualify for BIE funding, please reach out to Savannah Lee at slee@ailc-inc.org.

Economy Airfare	AILC can reimburse the cost of ECONOMY airfare to and from your home airport to Seattle, WA for the dates of the conference. Travelers should book flights 3 weeks in advance of travel. Your flight cannot include upgrades.
Baggage Fees	AILC can reimburse baggage fees for one bag. Does not include upgrades or additional fees.
Airport Parking	AILC can reimburse the cost of ECONOMY parking at your home airport for the duration of your travel. Upgrades such as covered parking or terminal specific parking will not be accepted.
Mileage (<i>Less than a 200 mile radius</i>)	AILC can reimburse mileage in your personal vehicle at the federal rate (.725) to and from your home and the conference location. The miles driven should be the most direct route and must be equal to or less than an economy airfare ticket booked at least 3 weeks in advance. EXAMPLE: <i>If the cost of an economy round-trip flight from Phoenix to Seattle is \$499 and the cost of mileage to drive is \$1250 roundtrip, AILC will NOT reimburse you the cost of unreasonable mileage.</i> A MapQuest or Google maps printout of your route is required to process reimbursement for mileage.
Lodging	AILC will cover the hotel rate plus tax for a double occupancy room. (Please reach out to Savannah Lee for a roommate request if you are requesting to room with another participant, If no request is received, a random placement will occur.) Local students are not included on the lodging list unless approved by the Executive Director. <i>Students should be prepared to give the hotel a credit/debit card for incidentals at the time of check-in. Students should expect the hotel to put a hold on debit cards that might last up to a week.</i>
Ground Transportation	For transportation to and from home and local airport: • AILC can reimburse the cost of a STANDARD rate (<i>No Upgrades/Priority unless equal or lesser value will be accepted</i>) Taxi, Uber or Lyft service to and from your home and local airport. This expense can include a tip up to 15% of the total cost. OR • AILC can reimburse mileage to and from your home and local airport. See airport parking section below. This includes using your personal vehicle for drop-off and pick up from Traveler's home airport. Local Students in the Seattle Area: AILC will reimburse mileage to and from the law school and the conference site for the dates of the conference. Rental Car: AILC can reimburse the cost of an ECONOMY rental vehicle including insurance and cost of gas. Students who rent a vehicle must have at least 3-4 other students listed as their passengers. Savannah is keeping a list of drivers and passengers. You must coordinate with Savannah before renting a vehicle.
Conference Registration	AILC can cover the cost of conference registration. You must have completed an application for registration for this event.