

## 2024 TRAVEL REIMBURSEMENT GUIDELINES

Up to 30 lodging and travel reimbursements (up to \$1,000 each) are available for Tribal Education Departments (TEDs) and Tribal Colleges and Universities (TCUs). At least one representative (perhaps more depending on funding) from each TED and TCU is eligible. Other attendees might also qualify for a reimbursement and should direct questions to Savannah Lee at [slee@ailc-inc.org](mailto:slee@ailc-inc.org) or call (505) 277-5462.

Economy Airfare	AILC can reimburse the cost of ECONOMY airfare to and from your home airport to the event for the dates attending. Flights should be booked at least 2 weeks in advance. Your flight cannot include upgrades. Your itinerary must include <u>your name</u> and <u>proof of payment</u> .
Baggage Fees	AILC can reimburse baggage fees for one bag. Does not include upgrades or additional fees.
Mileage	AILC can reimburse mileage at the federal rate (.655) to and from your home airport and home. You must submit a MapQuest or google maps mileage statement for the most direct route.
Airport Parking	AILC can reimburse the cost of parking at your home airport for the duration of your travel.
Ground Transportation	<p><b>Rental Car:</b> AILC can reimburse the cost of an ECONOMY level rental vehicle including insurance and cost of gas upon returning the vehicle.</p> <p><b>Taxi/Uber/Lyft:</b> AILC can reimburse the cost of a STANDARD rate Taxi, Uber, or Lyft service which can include a tip up to 15% of the total cost. <i>(No upgrades/priority unless equal or lesser value)</i></p> <p><i>(Your name and date/time of travel must be on the receipt.)</i></p>
Lodging and Meals	AILC can reimburse at the federal per diem lodging rate or host hotel discounted rate. Meals will be calculated based on the GSA Federal per diem rate if not covered by host or AILC.

*\*ALL receipts must show your name and that you paid. (Ex: Your hotel receipt should include your name and a zero balance.)*

### Travel expenses that are NOT eligible for reimbursement

- Expenses that are incident to lodging (i.e., in-room movies, room service, etc.)
- Local transportation (not including rideshare or taxi to airport for flights)

For any questions, reach out to Savannah Lee at [SLee@ailc-inc.org](mailto:SLee@ailc-inc.org) or call (505) 277-5462.



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**Pre-Law Advisors Training Conference  
TRAVEL COVER SHEET**

**Event:** \_\_\_\_\_

**Traveler Information:**

Name: \_\_\_\_\_ Title/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Tribal Education Department/Tribal College or University:

\_\_\_\_\_

(or) School with significant Native enrollment: (How many Native students do you advise?)

\_\_\_\_\_

**Included Receipt Checklist:**

- \_\_\_\_\_ **Economy airfare** (If Airfare is not Economy, please include a statement explaining changes, including Economy Airfare quote)
- \_\_\_\_\_ **Baggage fees**
- \_\_\_\_\_ **Airport parking**
- \_\_\_\_\_ **Rental car**
- \_\_\_\_\_ **Taxi/Uber/Lyft**
- \_\_\_\_\_ **Mileage map/statement for any claimed mileage**
- \_\_\_\_\_ **Hotel receipt**

*\*Please make sure ALL receipts have Traveler's name and that Traveler paid for the expense.*  
Please submit this form and all receipts to Savannah Lee ([Slee@ailc-inc.org](mailto:Slee@ailc-inc.org)) within **30 days** AFTER travel is complete.