

Judicial Clerkship & Professional Development Workshops
April 4-5, 2024
at Sandia Resort & Casino in Albuquerque, NM

TRAVEL REIMBURSEMENT
GUIDELINES

The AILC is partnering with National NALSA to provide judicial clerkship and professional development workshops at NNALSA’s meeting at the Fed Bar conference. AILC will reimburse reasonable travel expenses up to \$500 per qualified applicant who registers and attends the workshops. We reserved funding from our Bureau of Indian Education (BIE) grant to support up to 40 law students who are members of a federally recognized tribe, 1/4 descendant, or first descendant of a tribal member. We also have additional funding from Tribal In-House Counsel Association (TICA) to support law students who do not qualify under our BIE grant (i.e. members of state recognized tribes, or other descendants). TICA funding is limited and available to qualified law students until funding runs out.

IMPORTANT:

- Due to strict grant requirements, funding will be paid out as a reimbursement to you for your travel expenses to attend this event. 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.
- AILC can reimburse a law school’s student group or program that is willing to front 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 \$500 per qualified law student who registers, attends the 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. Receipts submitted in advance will not be accepted.
- Students must provide receipts for ALL items requested 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 for the dates of the conference. Does not include upgrades.

<p>Mileage (travel by car or train)</p>	<p>AILC can reimburse travel costs for mileage if the mileage at the federal rate is less than or equal to economy airfare scheduled at least 3 weeks out. For instance, if the cost of an economy flight from South Dakota to Albuquerque is \$499 and the cost of mileage to drive is \$1250 roundtrip, AILC will NOT reimburse you the cost of unreasonable mileage. A MapQuest or Google maps printout of your route is required to process reimbursement for mileage.</p>
<p>Lodging</p>	<p>AILC can reimburse the cost of a double occupancy (i.e. sharing a room w/ another person) hotel stay for the dates of the conference (up to 3 nights), and up to the federal per diem rate for Albuquerque (\$141) or at the host hotel’s conference rate (\$225). In other words, AILC will reimburse up to \$70.50 per person per night (half of the federal per diem rate) OR \$112.50 per person per night (half of the host hotel conference rate) plus taxes. RECEIPTS MUST SHOW ALL OCCUPANTS’ NAMES AND A ZERO BALANCE.</p> <p><u>Airbnb/VBRO</u> Airbnb/VBRO reservations are allowed, however; AILC will only reimburse up to \$70.50 per person per night. So, if 3 people are sharing an Airbnb for 3 nights, the max AILC will cover is \$634.50 (3 people x \$70.50 x 3 nights = \$634.50) plus taxes. ALL STUDENTS MUST BE NAMED ON THE RECEIPT/INVOICE.</p> <p>For groups that plan to book an Airbnb for more than two students, especially reservations for 4 plus people, adhere to the following guidelines:</p> <ul style="list-style-type: none"> • Name all students who will stay in the Airbnb on the reservation. Reimbursements will be delayed or not approved if only one student’s name is listed on a reservation/receipt for multiple student occupants. • If payment for the reservation is paid using one student’s credit card, then other students named on the reservation must provide additional receipts to show they paid for lodging. This policy only applies to students requesting a reimbursement for lodging. <ul style="list-style-type: none"> ○ Venmo, Cashapp, Zelle, or other wire transfer receipts are highly recommended and more likely to be approved than a personal memo for a cash transaction. <p style="text-align: center;">ALL STUDENTS MUST BE NAMED ON THE LODGING RECEIPT/INVOICE. IF ONLY 1 STUDENT IS LISTED, THEN AILC WILL ONLY REIMBURSE THAT STUDENT UP TO THE ALLOWABLE AMOUNT.</p>

Ground Transportation	AILC can reimburse the cost of ground transportation, including rideshares or mileage to and from the home airport and the Albuquerque airport and to and from your Albuquerque hotel to the conference site. This includes tipping, but only up to 15%. No upgrades, regular rates only.
Airport Parking	AILC can reimburse the cost of airport parking for the home airport. No upgrades, regular parking only.
Conference Registration	AILC can reimburse the cost of conference registration at the student rate. Receipt must show your name and the amount paid.
Meals	AILC can reimburse the cost of meals on your travel days at the federal per diem rate. No receipts necessary.