



Expenses JEC will reimburse

Original, itemized receipts showing method of payment must be submitted to JEC for all expenses excluding meals and mileage. Unless JEC is paying expenses directly as stated in approval letter, JEC can only reimburse expenses after the program is complete.

- **AIRFARE:** if JEC is not paying for airfare directly, must provide itinerary as well as receipt. If JEC is directly paying your airfare and your flight plans change, you will be responsible to reimburse JEC for any difference in airfare.
- **AIRPORT PARKING**
- **GROUND TRANSPORTATION:** taxi, shuttle, subway, etc from/to airport only.
- **MEALS:** per diem rate based on "M&IE Rate" column of the IRS per diem chart. This chart can be found at www.gsa.gov. May only claim meals not included in conference/course.
- **LODGING:** room and tax only. JEC will reimburse actuals up to the published conference room block rate. For room charges exceeding the published rate, the difference will not be borne by JEC. Receipt must also show \$0 balance due.
- **MILEAGE:** \$0.45 per mile with personal automobile. Map mileage will be used from court city to/from originating airport. Mileage used in lieu of air travel may not exceed the cost of coach airfare.
- **TUITION/REGISTRATION FEES:** JEC reserves the right to reimburse only up to the early bird rate. Receipt must also show \$0 balance due.

Expenses JEC will NOT reimburse

- **CANCELLATIONS OR CHANGES:** Participant is responsible for any fees incurred or non-refundable payments made by JEC.
- **CAR RENTAL AND ANY ASSOCIATED EXPENSES:** JEC will only reimburse these expenses if traveler has submitted a written request and JEC has approved that request prior to travel.
- **CLEs:** for non-JEC programs.
- **MEMBERSHIP FEES:** or additional non-member registration and guest fees.
- **PERSONAL EXPENSES:** such as alcohol, room service, telephone calls, postage, laundry, movies, entertainment, etc. These expenses must be paid directly by the traveler.