



## 2022 Hybrid Pro Bono Spring Break Reimbursement Parameters and Instructions

### Meals

***Virtual Participation:*** As an accepted PBSB participant, you are allotted a lunch meal per diem not to exceed \$12 per day Monday through Friday (not including alcohol).

***In-Person Participation:*** As an accepted PBSB participant, you are allotted a meal per diem not to exceed \$45 per day Monday through Friday for *your* personal meals (not including alcohol).

***Virtual and In-Person Participation:*** For each meal reimbursement request, an itemized receipt detailing what you ordered must be submitted. Either scan receipts, make and send a copy, or tape originals to a sheet of paper and mail them in with the reimbursement form. If you send a scanned copy of the receipts, keep the originals until you receive your reimbursement in case the originals are needed. *A receipt listing only the amount charged will not be accepted.*

### Lodging

***In-Person Participation ONLY:*** If you indicated on your application you desire an in-person placement and will need lodging to participate, and **if** you are accepted as a PBSB participant, the TAJC will arrange modest hotel accommodations: the room and tax will be billed directly to TATJC. The TAJC will also pay for parking at the hotel. If the hotel asks you to pay for parking, contact us immediately. All other incidentals, including internet costs, are your responsibility. Please review the hotel's check-out policy before Friday, and on Friday, check out of the hotel before going to your work site.

### Travel (*mainly applicable to In-Person participation placements*)

***Mileage:*** If you indicated on your application you desire an in-person placement, and if you are accepted as a PBSB participant, the TAJC will reimburse mileage provided a mileage/travel log is submitted with the reimbursement request. The State Bar mileage rate is \$0.585 per mile. You must keep a daily mileage/travel log of where you went and the miles traveled. Mileage will be reimbursed for:

- Travel between your school's city and your host city (for the trip there and back);
- Travel between the hotel and your work site location Monday through Friday (for the trip there and back); and
- Travel between work site or hotel to restaurant, provided it's a *reasonable* distance.

***Parking & Tolls:*** You will also be reimbursed for reasonable parking and tolls incurred for traveling to your host city or due to work duties. Please provide the original parking or toll receipt with the reimbursement form.

### Submitting your Request for Reimbursement

Please use the Excel spreadsheet attached to your PBSB program acceptance email to submit a reimbursement request. To obtain reimbursement, you must include itemized receipts with the fully completed and *signed* reimbursement form; submit the completed form and detailed receipts to our office **no later than March 25** for Week 1 Participants (March 7-11) or **April 1** for Week II participants (March 14-18). Alcohol will not be reimbursed. Please allow four weeks to process your request. Send reimbursement requests with detailed receipts to Catherine Galloway by email [cgalloway@texasbar.com](mailto:cgalloway@texasbar.com) or mail: Texas Access to Justice Commission, Attention: C. Galloway, P.O. Box 12487, Austin, TX 78711.

**Questions?** Contact Catherine Galloway: [cgalloway@texasbar.com](mailto:cgalloway@texasbar.com)/512-427-1855.

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