



## 2024 Hybrid Pro Bono Spring Break Reimbursement Guidelines

### Meals

Virtual Participants: 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 Participants: 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 Participants: 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.*

### In-Person Participation ONLY

#### Lodging

If you indicated on your application that you desire an in-person placement, will need lodging to participate, and are accepted as a 2024 PBSB participant, the TAJC will arrange modest hotel accommodations. The room and tax will be billed directly to the TAJC. The TAJC will also pay for parking at the hotel. If the hotel asks you to pay for parking or lodging, contact us immediately—failure to do so may make you ineligible for reimbursement. All other incidentals, including internet costs, are your responsibility. Review the hotel's check-out policy *before* Friday and, on Friday, check out of the hotel before going to your work site. BE AWARE: The hotel staff may ask you to put a credit card on file upon check-in. The hotel may put a hold on funds (up to \$200) until three to five days *after* you check out.

#### Travel

Mileage: If you indicated on your application you desire an in-person placement and you are accepted as a PBSB participant, the TAJC will reimburse mileage, provided a mileage/travel log is submitted with a completed reimbursement request form. The State Bar mileage rate is \$0.655 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.
- We will not process mileage claims submitted without a mileage log.

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

### All PBSB Participants - Submitting a 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 I Participants (March 3-8) or **April 1** for Week II participants (March 10-15). Alcohol will not be reimbursed. Please allow four to six weeks to process your request. Send reimbursement requests with detailed receipts by email at [atjmail@texasatj.org](mailto:atjmail@texasatj.org) or mail: Texas Access to Justice Commission, Attention: PBSB Program Developer, P.O. Box 12487, Austin, TX 78711.

**Questions?** Contact our office directly: [512-427-1855](tel:512-427-1855).

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