

MEMORANDUM | BOWHAY INSTITUTE *for* LEGISLATIVE LEADERSHIP DEVELOPMENT

Date: August 23, 2024
To: 2024 BILLD Fellows
From: Mitch Arvidson, BILLD Program Manager
Subject: Instructions for BILLD Stipend Travel Reimbursement

Attached is a form for your use in making a reimbursement claim for your travel expenses related to the 2024 Bowhay Institute. Each participant submitting a claim is eligible for **partial reimbursement** for the cost of travel to and from Madison.

BILLD's Policy Providing for a Partial Travel Stipend:

Each Fellow is eligible to receive a partial travel stipend from The Council of State Governments to help cover a portion of the cost of travel to and from Madison (mileage for those driving; coach fare for those flying). The travel stipend will not cover the full cost of travel, but a minimum reimbursement rate of at least 50 percent of individual travel costs is guaranteed. Flights must have been booked by July 25. Any flights booked after July 25 may be subject to a reduced reimbursement rate.

If you drove to Madison, you are eligible to claim the following for reimbursement:

- **Round trip mileage** to and from Madison. (CSG currently reimburses mileage at 67 cents per mile – the current IRS rate.) Do not submit receipts for gas purchases – they will not be reimbursed.
- **If claiming mileage, you must provide a printout of a map with route and mileage** as documentation (mileage will NOT be paid without supporting documents).
- **Tolls** paid en-route. If you retained original receipts for tolls, please include them.

If you flew to Madison, you are eligible to claim the following for reimbursement:

- **Airfare.** You must include an original receipt for the purchase of your airline ticket (claims without original receipts will NOT be honored). As instructed with notification of your fellowship, any flights booked after July 25 may be subject to a reduced reimbursement rate.
- **Baggage charge on your first piece of luggage** (each way).
- **Cost of parking at your home airport**, if applicable.
- **Cab/ride service charges for transport between the Fluno Center and the airport**

Please note that meals en-route are not an eligible expense under BILLD's travel stipend.

CSG will process travel claims on September 16, and you should expect to receive your stipend within two weeks. **Travel claims received after September 16 will not be honored.**

You may give your claim to CSG staff on site (provided you have receipts/map, or you can email/mail it in after the program.

Please feel free to contact me (630.925.1922; marvidson@csg.org) if you have any questions.