



MEMORANDUM | BOWHAY INSTITUTE for LEGISLATIVE LEADERSHIP DEVELOPMENT

Date: July 21, 2026

To: 2026 BILLD Fellows

From: Adam Diersing, 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 2026 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 June 26. Any flights booked after June 26 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 70 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 June 26 may be subject to a reduced reimbursement rate.



Bowhay Institute for Legislative Leadership Development

MIDWESTERN LEGISLATIVE CONFERENCE

- **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 Park Hotel 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 August 15, and you should expect to receive your stipend within two weeks. **Travel claims received after August 15 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 (812.327.3652; adiersing@csg.org) if you have any questions.

NON-CSG EMPLOYEE EXPENSE REPORT**

Payee Name:

SIGNATURE: _____

Mailing Address:

Date Submitted:

Phone Number: _____

Business Purpose: 2026 BILLD Travel Stipend

Date	Description	Hotel	Meals	Transportation	Other	Total
TOTAL						

COST CENTER	TOTAL
154-045-11-74020-12896	
Total Reimbursement	

APPROVED BY CSG: _____

Return check to: _____

****ORIGINAL RECEIPTS REQUIRED** RETURN BY MONDAY, SEPTEMBER 16**

Please mail to: BILLD/CSG Midwest
701 East 22nd Street, Suite 110
Lombard, IL 60148