

JusticeCorps Travel Reimbursement Procedure and Eligibility

When Funding is available JusticeCorps reimburses members for their “approved” travel to service and trainings.

Approved travel for 300-hour members meets the guidelines below:

- Travel is to or from the member’s service site or JusticeCorps training or service day location.
- Reimbursement for member travel is limited to the distance from a member’s campus to their service/training site. If a member’s actual travel is less than the distance from their campus to their service site they should claim the actual distance. If the member’s actual travel is longer than the distance between their campus and service site they may only claim reimbursement as if they traveled from their campus. (For example: If a member who attends CSUEB and serves at the court in Hayward, went home for a weekend to Modesto and then served a shift on Monday, they would not be eligible for reimbursement for the travel from Modesto to their service site as it exceeds the distance from their campus to their service site. However they could still claim reimbursement for the distance from CSUEB to Hayward for that shift).
- Travel meets the guidelines for one of the categories below

Mass Transit

JusticeCorps strongly encourages its members to use mass transit systems whenever possible. All service related travel on mass transit that meets the above criteria may be reimbursed

Parking

Members who choose to drive to service may be reimbursed for parking or mileage (up to \$7/day) but will not be reimbursed for both mileage and parking in most circumstances.

Members may be reimbursed for both mileage and parking (up to \$7/day) for travel to weekend training and National Day of Service events.

Mileage

Members may be reimbursed for mileage for their commute to and from their regular service site as the current state rate. Mileage should be calculated based on the distance from the member’s school to their service site unless their actual travel distance is shorter.

Members required to travel by car between service locations during their service (i.e. from one court location to another) may be reimbursed for mileage.

Rideshare (e.g., Uber and Lyft)

Rideshare trips must be pre-approved by the Program Director. Tipping is not eligible for reimbursement.

*Receipts are mandatory for all rideshare, toll, and parking claims.
Travel reimbursement claims must be submitted within 60 days from date of travel.

Approved travel for JusticeCorps fellows meets the guidelines below:

- Travel is to or from the fellow's service site or JusticeCorps training or service day location.
- Travel expense claims must not exceed \$100 per month, excluding off-site JusticeCorps trainings, travel between service sites for business purposes, or National Days of Service (MLK and Cesar Chavez).
- Travel meets the guidelines for one of the categories below

Mass Transit

JusticeCorps strongly encourages its fellows to use mass transit systems whenever possible. All service related travel on mass transit that meets the above criteria may be reimbursed.

Parking

Fellows who choose to drive to service or training may be reimbursed for parking up to \$7/day.

Mileage

Fellows may be reimbursed for mileage when driving to and from their service site, weekend trainings, and National Days of service (MLK and Cesar Chavez).

Fellows required to travel by car between service locations during their service (i.e. from one court location to another) may be reimbursed for mileage. This reimbursement is not counted towards the \$100 monthly limit.

Rideshare (e.g., Uber and Lyft)

Rideshare trips must be pre-approved by the Program Director. Tipping is not eligible for reimbursement.

*Receipts are mandatory for all rideshare, toll, and parking claims.
Travel reimbursement claims must be submitted within 60 days from date of travel.

Hardship exceptions to these policies may be requested by emailing the program director regarding your compelling personal circumstance.

**Notwithstanding the JusticeCorps travel policies as described herein,
all travel must be in compliance with the Judicial Council of California's
Policies and Procedures to be eligible for reimbursement.**