

## MEMORANDUM

**TO: Students Requesting Travel Subsidies**  
**FROM: Janet Stearns, Dean of Students**  
**Date: September 23, 2011**

This memorandum is to address frequently asked questions and concerns for students who request travel subsidies covered by the University of Miami School of Law.

### **When do we cover travel costs?**

Our presumption has to be that Law School cannot afford to subsidize individual student travel to conferences in most cases. We offer a full range of activities, curricular and extracurricular, here at Miami Law that benefit our student body, and individual student travel is expensive. Those instances where the Law School is subsidizing travel includes:

- 1) Moot Court, International Moot Court, and other advocacy competitions where UM Law teams are participating;
- 2) National Events where UM Law Students are being recognized with awards or have an opportunity to give presentations;
- 3) National or regional organizations where UM Law has chapters that need to be represented;
- 4) Certain career/professional events or conferences that have been identified by the Dean, Alumni Office or CDO as strategically important.

If your event is not within one of these categories, you may still decide that you wish to attend for personal networking or other benefits. However, the Law School will not be able to subsidize your expenses.

In order to have your travel request considered, you should submit an online Budget Request Form in sharepoint. Gloria Garcia ([ggarcia@law.miami.edu](mailto:ggarcia@law.miami.edu)) can address any questions about access to the form. The Dean of Students will then review and approve these requests after consultation with Dean White. If the request is not approved, you also have the option to submit a request directly to LAFAC.

### **What is your obligation if we agree to subsidize travel costs?**

If we have agreed to subsidize your travel costs, we expect that you will provide us with a photo of your participation at the event, together with a short (1-3 paragraph) summary of your activities that can be adapted for use on our website and in other law school communications. Depending on the nature of the event, we may also request that you make a presentation to your student organization, or interested faculty and administration so that we can learn from your trip.

## **What are the budget guidelines for travel?**

### **Registration Charges:**

If you provide the registration flyer and charges to Gloria Garcia, she will arrange for an "ECheck" to cover the costs.

### **Hotel Rooms**

- Students will be responsible for reserving a hotel room for yourselves.
- Same-sex attendees (if there are multiple attendees) must share a room.
- Arrive the day before the competition begins. Depart the day after the competition ends.
- Students may also arrive earlier and depart later provided the cost falls within the approved competition budget and they receive approval from the Dean of Students; note that class attendance policies are still in force.
- Check the conference or competition website for the specific hotel where they have a block of rooms at a discounted price, and is close to the event site. Please check the website for this information and get approval for any alternate hotels. Note that we typically try to ensure that hotels are no more than \$200 per night.

### ***Procedure to reserve hotel rooms***

- Step 1 \_ At least one month prior to your competition; check your competition website for the designated hotel.
- Step 2 \_ Call the hotel to reserve rooms for both your team and coach. Reserve the rooms on your credit card. The hotel will not actually charge your credit card; they just need it to hold the rooms. Explain to the hotel that the University will send them a check in the next week or two. Ask the hotel to email you a DETAILED invoice that lists the name of the hotel, the number of rooms, the dates of the hotel stay, and the final charge including fees and taxes. The more details, the better.
- Step 3 \_ Forward the invoice to Gloria Garcia. If the invoice is not detailed enough, the Gloria will reject it and ask you to obtain a better version.
- Step 4 \_ Before you leave for your event, call the hotel to ensure that they received payment from the University.

### **Airline Tickets**

#### ***Procedure to purchase tickets through the school***

- At least one month prior to your event, send to Gloria Garcia:  
A detailed list of dates/times of the traveler's availability, full legal name of each traveler, date of birth of each traveler, and number of checked baggage, for Gloria to book with the University's approved travel agency; or

A detailed list of the chosen airport, airline, departing and returning flight numbers, dates/times, full legal name of each traveler, date of birth of each traveler, and number of checked baggage.

- Gloria will email you the confirmed itinerary.

### **Ground Transportation**

- You will be reimbursed for your transportation costs between the airport and hotel.
- Check with your hotel for free airport shuttles.
- Those driving to competitions will be reimbursed for gas expended at a rate of .555 and tolls.
- Original receipts are necessary for reimbursement.

### **Per Diem**

- Per Diem is intended to cover your food.
- Students will receive \$25/day for each FULL day of your competition.
- You will request Per Diem in your reimbursement form. Receipts are unnecessary because you receive a flat rate regardless of what you actually spend.

All of these allocations will be made in accordance with your initial budget submission. Please be sure to consider all of these expenses in your request.

### **Going Over Budget**

**If for any reason you go over your approved budget, you will be responsible for the overage unless you contact the Dean of Students in advance with an explanation of the reasons that the approved budget was insufficient.**

### **Special Rules for LAFAC Travel:**

Please note that if the Dean does not approve your travel request in accordance with this policy, you may still make a formal request to LAFAC for funding from the student activity fee. LAFAC will make an independent decision on the basis of its bylaws. These are some of the differences between LAFAC travel and the Law School Travel Policy:

- 1) Students must book all of their own hotel, registration and air fare for LAFAC travel on their own and submit the expenses for reimbursement immediately following the trip. The Law School will not book this travel in advance.
- 2) LAFAC will not cover any Per Diem for your travel.
- 3) All other expenditures must be in accordance with the budget submitted to LAFAC.