LOYOLA SCHOOL OF LAW TRAVEL POLICIES
INTRODUCTION

These policies apply to:
- all competition teams,
- all coaches and faculty advisors
- all students and student organizations who use Loyola funds for approved Law School related programs.

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These policies have been developed in order to permit the greatest number of Loyola students to participate in co-curricular activities without regard to their economic background. Loyola is committed to providing equal opportunity to all students. At the same time, we work within budgetary constraints - our resources are not unlimited. We ask that you read these policies carefully and cooperate with the spirit of their intent. They have been developed by the University and the School of Law to provide as much support as possible while avoiding waste. Adherence to these policies will help you get your reimbursement processed quickly.

Please remember that expenses are normally paid from funds that students contribute through the student activity charge. In recent years, costs have risen dramatically both because rising costs have affected hotel and airline charges, and because Loyola is entering (and winning!!) more competitions than ever. The School of Law activity account, from which reimbursements are drawn, pays for a wide range of activities and has helped our students achieve prominence in many co-curricular activities. We ask that you be responsible in your reimbursed spending so that we may be able to fund other worthwhile student programs. Remember, you are responsible for the information within this document, and for following the procedures necessary to plan your travel and competition arrangements.

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APPROVALS & QUESTIONS

All expenditures must be pre-approved.
Do not assume that approvals in one year or from one activity will carry over to another activity.
If in doubt, ask.

Competitions:
- Megan Canty (Room 1028) at MCanty@luc.edu is responsible for approval of all expenditures related to moot court competitions, mock trial competitions, ADR competitions and other related activities.

Student Activities:
- Giselle Santibanez-Bania (Room 1240) at gsantibanez@luc.edu is responsible for approval of all expenditures related to student activities.
TRAVEL POLICY

You must consult with Megan Canty (competitions)
or Giselle Santibanez-Bania (student activities)
prior to making any plans that require travel.

In brief:
Loyola will pay only for travel that has been given prior approval. Reasonable travel plans balance convenience to the traveler and the expense to the institution.

Keep Receipts!
In order to receive reimbursement, you must complete an expense report that is available at http://www.luc.edu/finance/forms.shtml under “Expense Reimbursement (Instructions)”. Only those approved expenses that are supported with receipts (or boarding passes in the case of air travel) will be reimbursed. Keep your receipts!

Coaches
Loyola will provide reimbursement for two coaches per student competition for the following expenses: airfare, hotel accommodations and food expenses for volunteer coaches (see food policy below). Additional coaches are welcome to travel with the student team and attend competitions, but reimbursement will not be provided to coaches beyond the two identified coaches. Coaches are free to designate which two coaches traveling with the team are to receive reimbursement.

Air Travel
- If your competition or program requires air travel, you must have your travel planned with the Moot Court Business Director at least 45 days prior to your competition.
- If your ticket is non-refundable and you change your plans, you will be responsible for the cost of the ticket. Plan carefully!
- If, for some reason, you are unable to plan to take advantage of low cost tickets, you must pay the difference between the low cost ticket and the one you eventually receive.
- Keep your boarding pass, because it is proof that you have used your ticket. The University will not reimburse you for other expenses if you don’t include your plane ticket with your receipts. The University requires the stub as proof of travel.

Travel by Car: Rental cars and cabs
- If your competition or program is within a four hour drive, you should drive to the competition.
- If you choose to drive your own vehicle, the school will reimburse for mileage at the current rate (approximately $0.55 per mile) but you will be responsible for fuel charges.
- If you rent a car to drive from Chicago to your competition, or if you rent a car for use once you reach your competition destination by plane, you must first receive written approval from Megan Canty to determine the approved rental car size for your group.
- Fuel will be reimbursed for rental cars.
- Economy size is the recommended car size for four passengers.
- If you do not have a rental car and the competition venue is outside of walking distance from your hotel, reasonable transportation expenses will be reimbursed. If the competition or the hotel provides transportation to your destination, you will not be reimbursed for cabs.
• If neither your competition nor your hotel provides transportation to the competition and you do not have a rental car, you will be reimbursed for cabs to and from your competition. Cab rides to non-competition events will not be reimbursed.
• If you do not have a rental car, you are responsible for checking to see if your hotel provides a shuttle to and from the airport. If it does, you must utilize it. If your hotel does not provide a shuttle, you will be reimbursed for cabs to and from the airport.
• You will not be reimbursed for cabs to or from Chicago-area airports.
• Anything else requires Megan Canty’s approval.

**Travel within Chicago**
Travel in Chicago in connection with competitions or student activities is not reimbursed.

**Hotels**
The Moot Court Board Business Director makes all hotel reservations on behalf of competition teams and their coaches. Hotel reservations related to student activities must be made in consultation with Giselle Santibanez-Bania.

Remember:
• When two students and/or coaches are of the same gender, they are expected to share a hotel room, with the exception of students whose sexual orientation might make such an arrangement impractical.
• Loyola pays for the room and tax only- no incidentals will be paid for or reimbursed.

**Printing and Mailing**
• Once you determine where you plan to have your printing done, you must submit an estimate to Megan Canty and have it approved BEFORE you have your printing done.
• In planning out your team schedule, allow for printing time. Ask the printing facility you plan to use how much time it will take to complete your print job. Some jobs are sent out and can take up to three days. Don't cut it close.
• You must follow your competition’s rules for mailing briefs, exhibits, or other documents. Students are expected to use the most cost-effective mailing process available. Loyola WILL NOT pay for express, priority, or expedited shipping unless you have approval from Megan Canty PRIOR to mailing your document.
• You are expected to use your U-Pass when traveling to the post office- Loyola will not reimburse for cab rides to or from mailing locations.

**Food**
• Students will not be reimbursed for food expenses.
• Coaches who work with Loyola on a volunteer only basis and receive no compensation for coaching will be reimbursed up to $25 per day for each travel day. To receive reimbursement for food, coaches must submit itemized receipts.
• Coaches who receive compensation for coaching will not be reimbursed for any food expenses.
• Loyola will not reimburse for alcohol under any circumstances. If you order alcohol during your trip, it must be on a separate receipt than the receipt that you submit for reimbursement. Please note that if alcohol charges are present on the receipt you submit for reimbursement, you will not be reimbursed for the alcohol or for ANY of the tax on the receipt.

**Final Notes**
Do not assume that a questionable expense will be reimbursed. **ASK** before you discover that something will not be reimbursed.

- There is no room for extravagance in any Loyola budgets.
- Occasionally, a source of unnecessary expense is bad planning on the part of the student. There is a limit to which planning mistakes should be reimbursed. Please plan carefully.
- You will need to submit all receipts upon your return to the Moot Court Board Business Director. No reimbursement will be made without an original receipt.

Thank you for your help in keeping the competition program expenses in line with our budget!

**STUDENT ORGANIZATIONS:**
**REQUESTING FUNDING FOR CONFERENCE ATTENDANCE**

*When meeting with members of the Administration to discuss the possibility of attending a conference, it is helpful to provide information on the conference itself, registration fees, typical hotel room rates in the vicinity of conference activities, and expected airfare rates if applicable.*

As funding for conference travel comes from Student Activities Fees contributed by all students, it naturally follows that participation must be shown serve a purpose greater than an individual networking opportunity – it must benefit the entirety of the students in a given organization, the greater student body, or the Law School as a whole.

Where justification for funding is clear, and provided the budget can support the activity, the Administration will provide funds consistent with the following structure:

In a given academic year, a group approved for conference attendance will be allotted funds in the amount of $900 per person for no more than two attendees, capping total funds possible at $1,800. An organization may then choose to divide these funds amongst multiple members for attendance as they deem appropriate.

Allotted funds may be used to cover only the following approved expenses: conference registration fees, hotel accommodations, and airfare or car rental fees for purposes of travel to and from the conference.

Not all travel situations will require use of the full amount approved. Arrangements made are expected to conform to the Law School’s standard travel policies, including, but not limited to, the following elements:

- Reasonably priced hotels and flights must be selected, balancing comfort to the traveler with expense to the institution.
- If your conference is within a 4 hour drive, you (along with other attendees) should drive to the program.
- When flying, you must plan in advance to take advantage of lower ticket prices. Economy class tickets should be selected.
- Approved hotel charges include room and tax only – incidentals will not be
reimbursed.
-- When two students of the same gender travel, they are expected to share a hotel room, with the exception of students whose sexual orientation might make such an arrangement impractical.
-- If your plans change, you will be responsible for any non-refundable charges.

Reimbursement requests accompanied by original receipts must be submitted within two weeks of your return from travel, and all reimbursement requests from multiple organization members must be submitted at the same time.

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