

MEMORANDUM

TO: Students Planning UM Law Related Travel
FROM: Janet Stearns, Dean of Students
Date: October 6, 2014

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?

Your tuition dollars and the Law School Student Activity Fee (as administered by LAFAC) do not support travel subsidies to all students. 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. In most cases, the Law School cannot afford to subsidize individual student travel.

The Dean is typically covering the following expenses:

- 1) Moot Court and International Moot Court travel and certain clinic travel that is directly related to client advocacy.
- 2) Certain career/professional events or conferences that have been identified by the Dean, Alumni Office or the Career Development Office as strategically important.

In most cases, we recommend that you make an application to LAFAC for travel requests. LAFAC is an organization of UM Law students who vote to allocation the student activity fee consistent with their guidelines for the benefit of student life at UM Law School. Some examples of travel that LAFAC has funded in the past include:

- 1) National Events where UM Law Students are being recognized with awards or have an opportunity to give presentations;
- 2) National or regional organizations where UM Law has chapters that need to be represented;
- 3) Competitions other than those in which the Moot Court or International Moot Court Board participate, assuming that the Administration has approved the event, and the team has a faculty advisor who will support and mentor them.
- 4) Certain other conferences, spring break projects (with a clinical/academic component) or events where there is a strategic reason for UM Law to be represented.

Typically LAFAC will not fund individual job fairs, networking events, or study programs that primarily benefit the individual student rather than the institution.

You will want to read the LAFAC Standing Rules and Funding Guidelines. LAFAC will only fund up to 2 students for any event, expects to see an itemized budget including two written estimates for travel and hotel quotes. You may make a LAFAC application by going to: [LAFAC webpage](#). You will be expected to attend the LAFAC meeting and make a presentation and answer questions about your proposal. LAFAC meets on alternate Tuesdays and the schedule is posted on the website.

Note that LAFAC will not cover any Per Diem for your travel. We can only reimburse what LAFAC has approved, so please consider your budget request carefully. **We cannot approve or reimburse funding if you go over the approved budget.**

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 paragraphs) 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.

Once the budget is approved, how do I arrange for my travel, registration and hotel?

With all University travel, you have two options. The first is to pay for your own travel and then seek reimbursement against the approved account. The second is to work with the University (through Gloria Garcia) to book and pay for items in advance. Both processes require careful attention to the University's budget protocols regarding payments and reimbursements. ORIGINAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT.

Registration Charges:

If you provide the registration flyer and charges to Gloria Garcia, she will arrange to use her University Credit Card to cover the costs.

Hotel Rooms

- Students will be responsible for reserving a hotel room for yourselves with your personal credit card for reimbursement or Gloria's University credit card
- 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 at their own expense; 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.
- 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 pay with a replacement credit card and ask them for a credit card authorization form. 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. Forward the reservation confirmation to Gloria Garcia..
- Before you leave for your event, call the hotel to ensure that they received payment from the University. When checking out of your hotel please make sure you retrieve the final statement to provide to Gloria Garcia

Airline Tickets

The most efficient plan is for you to identify online travel that is within the allocated budget. If you schedule a time to meet with Gloria, you may book online in her office with the use of the University credit card. The alternative is for you to book your travel and submit for reimbursement. The University also has contracts with certain travel agencies, but in some cases the cost of those tickets will be more expensive. IF YOU DO NOT GIVE GLORIA ONE MONTH NOTICE BEFORE YOUR TRAVEL, YOU WILL NEED TO PURCHASE YOUR TICKET AND SEEK REIMBURSEMENT.

- You will be reimbursed for your transportation costs between the airport and hotel if part of your initial approved budget. Please also check with your hotel for free airport shuttles.

Driving Guidelines

All students who operate vehicles during travel are required to have a valid U.S. driver's license for the vehicle being driven with appropriate classifications, restrictions, and/or endorsements. Vehicle passengers must wear seatbelts at all times, and the total number of passengers in a vehicle may not exceed the number of seat belts available. Trips requiring more than ten (10) hours of driving time round trip are required to include overnight lodging in the destination city. All vehicles should have a responsible person in the front passenger seat to assist with navigation. This "navigator" is expected to remain awake at all times. For trips more than 350 miles each way, two valid drivers are required per vehicle, and the drivers must rotate every three hours. Driving is not permitted between the hours of midnight and 6am without the permission of the Dean of Students. Those driving to competitions will be reimbursed for gas expended at a rate of .555 and tolls.

Emergency Procedures

In the event of a motor-vehicle accident, the trip leader should:

- Stop immediately and notify the proper law enforcement agency and/or emergency medical services (911). A formal police report is necessary. Inquire with the responding law enforcement officials about how you can obtain the police report number.
- Obtain the following information from the driver(s) of other vehicles involved in the accident:
 - Name and contact information
 - Driver's license number
 - Make, model, year, color and license plate number of vehicle
 - Record the names, addresses, and contact information of any witnesses.
- Call the University of Miami Police Department at 305-284-6666 and notify them of the accident.
- Notify the organization's advisor (if not traveling with the group) as soon as possible.

In the event of any other incident (medical emergency, student arrest, missing person, etc.), the trip leader should:

- Notify the proper law enforcement agency and/or emergency medical services (911) if necessary.
- Call the University of Miami Police Department (305-284-6666) and notify the dispatcher of the incident. Please be prepared to give the dispatcher the student's name and a brief description of the incident. The dispatcher will notify the appropriate University administrators.
- Notify the organization's advisor (if not traveling with the group) as soon as possible.

Travel Participant Behavior

While traveling, participants are bound by University of Miami School of Law Honor Code as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to disciplinary action pursuant to the Honor Code.

If you have additional questions and concerns regarding the Travel Policy, please contact Janet Stearns, Dean of Students at jstearns@law.miami.edu.

For questions concerning specific travel or reimbursement procedures, please contact Gloria Garcia, Coordinator of student organizations at ggarcia@law.miami.edu.