

# MSU Law – Student Travel, Lodging and Per Diem Reimbursement Policy

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**Last Update – January 14, 2010**

## Reimbursement Policy

1. Information for all reimbursement requests
  - a. All reimbursement requests must include **original itemized receipts**
  - b. Reimbursements will not be made before any competition or conference, and must be submitted within 10 business days of the conclusion of the competition or conference.
  - c. All reimbursement request forms must be signed by sponsoring department or Moot Court board representative.
  - d. All reimbursement requests are subject to vetoes by the respective President of the student organization, the Editor-in-Chief of the journal OR the Treasurer of the Moot Court Board, and must also be approved by the Office of Student Affairs or sponsoring department.
  - e. Total reimbursements may not exceed allocated budget without prior approval.
  - f. Any expenses beyond those of the dates of the conference or competition must be approved by the sponsoring department or Moot Court board representative at least 48 hours (two business days?) before the transaction

**The Law College strongly encourages students to coordinate any and all travel and lodging through Beth Wey (Dean’s Suite- room 368), especially expenditures that will be directly or indirectly funded by the Law College.**

2. Travel
  - a. Personal vehicles
    - i. Mileage will be reimbursed up to the minimum legal rate.
    - ii. The Law College strongly encourages ride sharing whenever possible
  - b. Air, bus, or train travel
    - i. All fares must be coach, and must be the cheapest available rate (provided it does not incur extensive lodging and food costs).
    - ii. All arrangements must be made in advance to take advantage of discounted rates.
    - iii. The individual student is responsible for any fees relating to cancelation or other associated penalties, provided they are not out of his / her control.

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- c. Other transportation
    - i. Reasonable cost of transportation between the hotel, competition, conference and airport/bus or train station may be reimbursable.
    - ii. If a lower cost method of transportation is available (e.g. hotel shuttle, Michigan flyer, public transportation) these should be used.
3. Lodging
- a. All hotel reservations are reimbursable with a maximum of \$200 per night provided that the rooms are at least double occupancy where possible.
  - b. The Law College strongly encourages any hotel reservation be made through Beth Wey (Dean’s Suite, room 368). Only hotel room fees and taxes (outside of the state of Michigan) will be covered.
    - i. The Law College’s credit card will only be used by Beth Wey for hotel fees and taxes (outside of the state of Michigan), and cannot be used for incidental charges
    - ii. Please fax the Hotel Reservation to the Office of Student Affairs. It must include the number of rooms and the total cost.
    - iii. Only room and taxes are paid. Any other costs incurred must be paid by the occupant(s) of that room.
  - c. The room for one travelling faculty/staff advisor will be fully reimbursed.
  - d. The maximum stay is limited to the length of the conference or competition.
    - i. For domestic travel, this would be a maximum of five (5) nights, only if the competitors arrive the Thursday before the competition begins and depart Friday after the championship round.
  - e. If the competition is within 120 miles of East Lansing, and begins after 2:00 pm, lodging will not be provided for the preceding night.
  - f. Lodging for the last day of the competition will not be reimbursed if return travel is possible providing there is enough time to attend the final events of the competition including advancement rounds, award ceremonies, etc.

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### 4. Meals

- a. Each traveler will be allowed a maximum reimbursement of \$30 per day for food.
  - i. This is not a per diem, and the traveler will only be reimbursed for the total values of their **itemized receipts**.
  - ii. Gratuities are included in this amount up to 15%.
  - iii. The Law College will not fund, either directly or indirectly the purchase of alcohol by students.

### 5. Travel Records

- a. Any student who receives funding from the College must maintain detailed records. Further, these records are subject to review by the College of Law.