

Office Use Only!

Date Received: _____
Submitted By: _____
Received By: _____

Diversity Services Office (DSO) Funding Request

**Budget sheet must be attached to the application. A separate application must be completed for each conference/meeting attendee.*

Applicant Information

MSU Law Student Organization (if applicable): _____

MSU Law Student: _____

MSU Email _____ Phone _____

Conference/Meeting Details

Reason for Travel _____

Title of Conference or Meeting: _____

Conference Or Meeting Date(s): _____

Sponsoring Organization: _____

Conference or Meeting Location: _____

Is meeting attendance required to maintain current officer position?

Please provide a one-sentence statement of how the individual or MSU Law organization will benefit from attending this conference or meeting.

DIVERSITY SERVICES OFFICE
FUNDING REQUEST BUDGET FORM

Conference Expenses

Item	Amount
Airfare	
Ground Transportation	
Registration	
Lodging/Hotel	
Other	
Total	

Funding From Other Sources: _____
Amount Source

DIVERSITY SERVICES FUNDING HISTORY

Has your organization received funding for events or conferences this academic year? ___

If yes, please answer the following:

Date(s) _____ **Amount** _____ **Conference or Event?:** _____

Conference/Event Name & Description

MSU Law Student Signature

Date

Amount Approved: _____ **Date:** _____

By: _____

Conference Funding Request Guidelines

ELIGIBILITY

- 1) Only registered MSU College of Law (MSU Law) student organizations or MSU Law current students in good standing will be granted a one-time award per academic year (fall, spring, and summer semesters) for conference funding or financial support for a national or regional officer position from the Diversity Services Office (DSO).
- 2) DSO funding or officer financial support will only be granted in an amount not to exceed \$500.00 per MSU Law student attendee.
- 3) Funding will be granted to no more than two (2) MSU Law student attendees to attend a conference or meeting that has the same title, location, date and purpose.
- 4) **Deadline for submitting funding request is October 3, 2016 for fall semester and January 26, 2017 for spring semester.**

REQUIREMENTS

Diversity Theme: The conference or officer position must clearly promote diversifying the legal profession.

Budget: DSO conference or office position funding may only be used for registration, transportation and hotel for the conference or meeting stated in the application. Funds are non-transferable. **(See Attached Sheet for Budget Form)**

Funding Conditions: There are several conditions attached to this funding:

1. Each sponsored applicant must attend all conference-related activities and events. The purpose of the funding is to support diverse academic programming. Students are reminded that the focus of attending this conference should not be social, but student professional development.
2. A maximum of \$500 per student attendee will be granted per academic year.
3. Conference expenditure receipts and expense report must be submitted to Mary Ann Ferguson within two (2) weeks of attending the conference. Any unused funds must be promptly returned to the DSO at MSU Law.
4. A full report, by each sponsored student, must be submitted to Mary Ann Ferguson via e-mail to diversity@law.msu.edu within two (2) weeks of attending the conference. The report should include:
 - a. all of the conference events and activities attended,
 - b. information gained,
 - c. any information or programs that may be of interest to any MSU Law departments (e.g. admissions, career services, student affairs), and
 - d. any other information requested within these conditions.

This report will be shared with the administration at MSU Law.

REGISTRATION, TRAVEL AND LODGING GUIDELINES

See MSU Law “Student Travel, Lodging and Per Diem Reimbursement Policy

FUNDING REIMBURSEMENTS AND LIMITS

Reimbursements: See MSU Law “Student Travel, Lodging and Per Diem Reimbursement Policy

Limits: The applicant(s) **WILL NOT** be reimbursed in excess of the allocated funding for a program.

For example: If student A is approved \$500 for Event B and subsequently submits \$600 in receipts for Event B, student A will ONLY be reimbursed \$500 ---the amount originally budgeted for Event B.

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

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.

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

- iii. The individual student is responsible for any fees relating to cancellation or other associated penalties, provided they are not out of his / her control.
- 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.

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

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.