



Student Travel Reimbursement Policy

Due to very tight budgets for both Competition and Clinic/Practicum Travel, students traveling for the College of Law (COL) are reimbursed according to the following guidelines. Reimbursement can take up to three weeks after receipts are submitted to UW Accounting. Many travel expenses can be paid directly by the COL to alleviate students' out-of-pocket expenses for airfare and lodging. Note also that the Deans can, at their discretion, impose a ceiling amount for reimbursement on any trip regardless of expenditures incurred.

Please remember that you represent the COL during your student travels and are expected to remain professional at all times.

Any charges for which you will be requesting reimbursement must be accompanied by an original itemized receipt, with the following exceptions:

- E-470 tolls: A receipt is not provided, so you can be reimbursed the current toll amount without the receipt, you must document it in your reimbursement request.
- Allowable meals are reimbursed at a flat \$10/meal.

The UW Accounts Payable Office has a strict 60 day deadline from the time travel is completed to process the reimbursement. Please submit your receipts to the COL Business Office within a week of your completed travel so this deadline can be met.

Non-reimbursed items

The University will not reimburse for expenses incurred for alcoholic beverages. No reimbursement shall be made for personal expenses (personal entertainment, room service, in-room movies, etc.) or gifts.

Competition Team (Board of Advocate) Travel

Board of Advocates Vice Presidential Travel Arrangement Responsibilities:

Each Vice President, in consultation with the COL Business Office, is responsible for making travel arrangements for his/her competition's winning team. These arrangements include registering the team with the regional or national competition organization, selecting flights, and hotel accommodations. The Vice President must submit to the Associate Dean the "Student Team Competition Travel Authorization Form" along with all required documentation.

Registration fees:

Registration fees are usually paid directly by the COL. Please forward to the Business Office the registration form and program itinerary. Meals that are provided with the registration are not eligible for reimbursement. If the registration process has not already been performed, attach the information and forms to the "Student Team Competition Travel Authorization Form".

Transportation

Airlines: The COL can make flight arrangements and pay for flights directly. Each VP must select the flights that work best for the team traveling and the competition dates. Every effort should be made to obtain the lowest fares. Once the flights are selected, Attach the complete itinerary showing dates, times and flight numbers to the "Student Team Competition Travel Authorization Form". Reimbursement for airline ticket cancellation penalties may be available if the cancellation is due to circumstances beyond the control of the traveler. All vouchers for such payments shall be accompanied by an explanation of the circumstances requiring a cancellation of the airline ticket. Penalties and additional costs of travel brought on by poor judgment such as bad time management or excessive socializing will be the responsibility of the student. Once again, you represent the COL during your student travels and are expected to remain professional at all times.

Vehicles: To seek reimbursement for using a personal vehicle or to use a UW Fleet Vehicle, you must be a *UW Approved Driver*. You must go online to: <https://www.uwyo.edu/safety/mvr.aspx> and complete the "Motor Vehicle Records Input Form."

Personal Vehicle: When a personal vehicle is used, mileage is reimbursed at \$.30/mile. The mileage allowed shall be the standard MapQuest mileage for the most direct route. Only one vehicle's expense will be reimbursed per trip. For example, if a student chooses to drive his/her own vehicle separately from the team for personal reasons, we will not reimburse that student for mileage. Attach a listing of who is driving (along with the License Plate number of the vehicle) and who is riding with whom to the "Student Team Competition Travel Authorization Form". When using a personal vehicle, we reimburse mileage, not fuel.

UW Vehicles: UW fleet vehicles are reserved through Theresa Simpson by submitting the "Car Pool Reservation Request" form along with the "Student Team Competition Travel Authorization Form".

Taxis, hotel shuttles, car rentals: Original itemized receipts for these expenses in the destination city must be submitted for reimbursement.

Fuel: If you purchase fuel for a UW or rental vehicle, you must provide a receipt showing how many gallons were purchased and at what rate/gallon. UW Accounting WILL NOT accept requests for reimbursement otherwise. No exceptions.

Parking: Itemized receipts must be provided. Reimbursement is limited to economy lots.

Meals

Meals are reimbursed at a per meal rate, so receipts are not relevant. Meals throughout the trip that are not supplied by the event are reimbursable. Meals are reimbursed at \$10/meal for allowable meals. Any meal that is provided by the competition or the hotel (continental breakfast) is not eligible for reimbursement. Meal reimbursement is calculated based on the approximate departure and arrival times in Laramie. A word of caution: if you choose to pick up the tab for a group of travelers, you will be reimbursed for your meal only and must collect from the other travelers yourself. Though it is inconvenient for the wait staff, it is best to request separate tickets. We do not allow students to purchase meals for non-UW travelers. We will only reimburse your personal meal.

Lodging

Normally, lodging reservations can be made and paid for by the COL. The COL covers lodging for the night that directly precedes the event and the actual days of the event. Lodging charges that extend beyond the night of the final day of the event must be paid from your personal funds. It is COL policy for students of the same gender to share rooms with one person per bed. If a student incurs lodging expenses, the original folio (showing your name, room, and tax) must be submitted. Reimbursement will not be made for unused lodging reservations due to failure to cancel. Students must be prepared to present a personal credit card to be used as a “deposit” for any incidental charges (room service, movies, etc.) that are made to the room.

Clinic, Practicum, and Instructional Travel

All overnight trips for Clinic, Practicum, or Instructional travel must be pre-approved by Dean Bridgeman. Pre-approval must be requested by submitting the “Student Clinic, Practicum and Instructional Travel Authorization” Form. Failure to obtain pre-approval will result in the trip not being reimbursed.

Transportation

Vehicles: To seek reimbursement for using a personal vehicle or to use a UW Fleet Vehicle, you must be a *UW Approved Driver*. You must go online to: <https://www.uwyo.edu/safety/mvr.aspx> and complete the “Motor Vehicle Records Input Form.”

UW Vehicles: UW fleet vehicles are reserved through Tim Crawford by submitting the “Car Pool Reservation Request” form and will be direct billed to the COL.

Personal Vehicle: When a personal vehicle is used, mileage is reimbursed at \$.30/mile. The mileage allowed shall be the standard MapQuest mileage for the most direct route. Only one vehicle’s expense will be reimbursed per trip. For example, if a student chooses to drive his/her own vehicle separately for personal reasons, we will not reimburse that student for mileage. When using a personal vehicle, we reimburse mileage, not fuel.

Airlines: The COL can make and pay for flights directly. Every effort should be made to obtain the lowest fares. Once the flights are selected, attach the complete itinerary showing dates, times and flight numbers to the “Student Clinic, Practicum and Instructional Travel Authorization Form”. Reimbursement for airline ticket cancellation penalties may be available if the cancellation is due to circumstances beyond the control of the traveler. All requests for such reimbursements shall be accompanied by an explanation of the circumstances requiring a cancellation of the airline ticket. Penalties and additional costs of travel brought on by poor judgment such as bad time management or excessive socializing will be the responsibility of the student. You represent the COL during your student travels and are expected to remain professional at all times.

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Meals

- The COL has deemed that students traveling for the day while doing clinic work will not be reimbursed for their meal expenses. This has been the standard for many years with our clinics and practicums.
- If the travel is overnight, meals are reimbursed at a per meal rate, so receipts are not relevant. Meals throughout the trip that are not supplied by the event are reimbursable. Meals are reimbursed at \$10/meal for allowable meals. Any meal that is provided by the event or the hotel (continental breakfast) is not eligible for reimbursement. Meal reimbursement is calculated based on the approximate departure and arrival times in Laramie. A word of caution: if you choose to pick up the tab for a group of travelers, you will be reimbursed for your meal only and must collect from the other travelers yourself. Though it is inconvenient for the wait staff, it is best to request separate tickets. We do not allow students to purchase meals for non-UW travelers. We will only reimburse your personal meal.

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Student Travel Advances

Under rare circumstances, students may be eligible to obtain travel advances. However, this does not apply to team competition travel. These advances are usually only used for international travel. For more information on eligibility, please discuss travel reimbursement options with the COL Business Office.