



Competitive Moots

Team Expense Reimbursement Policy and Procedure

The Allard School of Law will reimburse certain, but not all expenses for each participating law school team consisting of student advocates and one Coach. The following guidelines shall apply to reimbursement:

1. **Funding:** Before incurring any expenses each Coach will confirm the donor and the approved funding for the respective moot with the Finance Manager.
2. **Travel** – The Allard School of Law will reimburse transportation expenses by the most direct and economic mode of transport for each student team member and one Coach for each moot, whether by air, rail or automobile. All teams are expected to utilize early booking and student discounts. Travel bookings can be done with the University’s approved travel agency “Vision Travel” or directly online.

Vision travel contact information:

psi.travel@visiontravel.ca
604-637-1466 or -844-905-3824 (select option 1)

3. **Accommodation** – The Allard School of Law will pay the accommodation cost for student team members and one Coach. Each Coach will normally pre-book a block of rooms at one hotel for use by the participants. In the spirit of collegiality, separate bookings at different hotels are to be discouraged. In any event, the maximum reimbursement is based on the rate for the pre-booked block of rooms. Student team members of the same gender are expected to share rooms. The department American Express card may be used for group hotel bookings. The Coach should fill out an AMEX authorization form and submit it to the Finance Manager for approval. Once approval is attained, the Coach can pre-book the rooms. Upon returning from the competition, the Coach is required to submit the original hotel invoice to the Finance Manager for payment purposes.
4. **Meals** - Students will be reimbursed for meals and non-alcoholic beverages consumed during the course of the Competition, up to a maximum of \$60 per day. In order to be reimbursed, each student must submit original itemized receipts for each meal they are claiming. Any amount exceeding \$60 per day will not be reimbursed. **Students will not be reimbursed for alcoholic beverages.**

Coaches will be reimbursed for meals and beverages up to \$60 per day. Coaches may claim the per diem instead of submitting original receipts. **Coaches will not be reimbursed for alcoholic beverages purchased on behalf of the students.**

5. **Taxis** – The Allard School of Law will reimburse the cost of shared taxi expenses, including modest gratuity (10%-15%), to and from airports or train stations in the home city and in the destination city, and to and from competitive mooting events. Other taxis taken from time to time during the weekend of the Competition are not reimbursable.

6. **Personal Hotel Expenses** – The Allard School of Law will not cover any personal expenses charged to the room such as in-room bar, long distance telephone calls, movies, internet charges, or charges for any other hotel service or facility.
7. **Extraordinary Expenses** – The Allard School of Law may in its discretion consider and allow certain special or extraordinary expenses which may be necessary for a particular team member to be able to participate in the Competition. Without limiting this discretion, such expenses may relate to any special needs of any participant with respect to transportation, accommodation or meals. If you anticipate that special expenses may be necessary, then the team should request consideration of such expenses and obtain approval prior to attending the Competition. Please contact the Allard School of Law Finance Manager for extraordinary expenses.
8. **Submitting your travel claim**
 - (a) **Faculty Advisors/Coaches must not reimburse students for any expenses.** Students are responsible for submitting their own expenses to the Finance Office for reimbursement. In the event that a student cannot temporarily absorb these costs, then the student should contact the Finance Manager.
 - (b) The person seeking reimbursement must complete a travel reimbursement form and tape all **original** receipts on letter size paper in the order that they are listed on the form and sign the form.
 - (c) Students must provide their mailing address and student number on the reimbursement form.
 - (d) If an original receipt is lost, a missing receipt form is required. Please complete this form and sign it and submit it along with your claim.
 - (e) Obtain appropriate approval and signature from the Faculty Advisor/Coach.
 - (f) Submit the **signed** travel reimbursement form along with all of the original receipts to the Finance Specialist in room 258 no later than March 11, 2020.

General Moot Timeline:

Date:	Procedure:
October 30, 2019	Finance Specialist will email the “Competitive Moot Form” to all Coaches for completion. The Moot policy and procedures package will be distributed to all Coaches.
November 29, 2019	Deadline for Coaches to submit the completed Competitive Moot Form to the Finance Specialist in room 258.
March 11, 2020	Deadline for Moot Coaches and students to submit any outstanding invoices or reimbursement claims to Finance.

Contact us:

If you have any further questions, please contact:

Dan Johnstone, Finance Specialist
 Room Number: 258
 Phone number: 604-822-2992
 Email: johnstone@allard.ubc.ca