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**Expenditure Guidelines and Travel Procedures**  
**For**  
**Moots, Externships and Clinics**  
**(Experiential Learning)**

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The Allard School of Law will reimburse certain, but not all travel expenses associated with moots, externships and clinics (“Events”) through the Allard Law finance office. The following guidelines shall apply to the travel reimbursement.

1. **Funding:** Each coach must complete and submit the “Budget Form” for each Event to the Allard Finance Manager **before** incurring any expenses.
2. **Moot Registration Fee:** Coaches who would like to use the Allard Law Faculty credit card to pay the moot registration fees, must provide the link to the moot registration website and the registration information to the Manager, Student Affairs (Zack Uganec) at least 7 days in advance of the registration deadline to process the payment.
3. **Transportation:** The Allard School of Law will reimburse transportation expenses by the most direct and economical mode of transportation for each student and one Coach/Advisor for each moot, except the BC Law Schools Moot, Kawaskimhon Moot, and the Laskin Moot, which may have a maximum of 2 coaches.
4. **Airfare:**
  - (a) Airfare will be booked under these guidelines, UBC travel policies, and without travel insurance.
  - (b) Flights can be arranged with support from Student Affairs, the University’s approved travel agency “Direct Travel”, or directly online. If a flight needs to be cancelled, then the law school must receive a credit or refund on the airfare. Please ensure that the credit voucher is transferrable.
  - (c) All air travel must be at the lowest available fare (i.e. **Economy – Standard**) on the shortest route. Fees incurred for up to one piece of checked luggage plus a carry-on will be reimbursed per trip if the ticket does not cover luggage.

Direct Travel contact information:  
psi.travel@dt.com  
604-637-1466 or 1-844-905-3824  
(select option 1)

5. **Travel Dates:**

- (a) **For flights up to 6 hours in duration:** travel can take place one day before the date of the Event and one day after the Event (“**Travel Dates**”).
- (b) **For flights exceeding 6 hours and have a time zone change at the destination:** the departure flight can be booked two days before the Event and the return flight must be booked the day after the Event.
- (c) Students who are unable to travel during the designated “Travel Dates” due to unavoidable circumstances, must advise Student Affairs Manager, Zack Uganec ([uganec@allard.ubc.ca](mailto:uganec@allard.ubc.ca)) of the conflict when requesting travel support. Exceptions to the Travel Dates will only be considered for exceptional circumstances.
- (d) Coaches and Students who plan to combine personal and academic travel will be responsible for booking and paying for their flights and then seeking reimbursement directly from the Finance Office.
  - Obtaining pre-approval from Finance is required before coaches/students book their personal travel.
  - Coaches/Students must complete a Combining Business and Personal Travel [form](#) and submit it to the Finance Manager (Debbie Cua - [cua@allard.ubc.ca](mailto:cua@allard.ubc.ca)) three weeks before the travel date. Students will only be reimbursed at the cost of the standard economy fare on the shortest route to the related destination.

6. **Accommodation:** The Allard School of Law will pay the accommodation cost for students and one coach/Advisor. Students of the same gender are expected to share rooms. Students with concerns regarding this requirement may contact Zack Uganec, Student Affairs Manager.

- (a) Accommodations while travelling must be based on the lowest price of a **standard** room near the Event site, or at the designated Event hotel. All bookings should allow for free cancellation.
- (b) If the Event has a designated hotel (i.e.: blocked rooms have been arranged by the organizers), then the Coach/Advisor and students will be booked at the designated hotel at the negotiated group rate.
- (c) If the Event does not have a designated hotel and has a recommended hotel list, the Coach/Advisor is responsible to review, select and notify Barbara Wang of the hotel where students and Coach/Advisor can be booked.
- (d) Students participating in the Provincial Court Externship will be required to book their accommodation. The Allard School of Law will reimburse the costs of these accommodations, up to the amount allowed by the university guidelines. Students will have two options moving forward to obtain reimbursement:
  - Where the student can carry the expense, the student shall submit a travel reimbursement form and receipts upon their return. This is the recommended process.

- Where the student is unable to carry the expense, they shall bring a copy of the booking confirmation to the Student Affairs Manager, Zack Uganec (uganec@allard.ubc.ca) 5 days before their departure and will be provided with a cash advance to cover the cost of accommodation. This cash advance must be liquidated within 3-5 days after their return. The student shall complete the travel reimbursement form and attach the receipts for this purpose.
7. **Meals:** Coach/Advisor and students may claim a meal per diem (up to **\$80/day**) instead of submitting original receipts.
    - (a) The meal per diem is \$18 for breakfast, \$20 for lunch, \$42 for dinner.
    - (b) If meals are covered in the cost of the registration fee, then the meal per diem will be reduced accordingly. For example, if lunch is provided on day 1, then your per diem for day 1 will be reduced from \$80 to \$60.
  8. **Taxis:** The Allard School of Law will reimburse the cost of shared taxis, 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 Events.
  9. **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, or charges for any other hotel service or facility, including incidental fees.
  10. **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 student to be able to participate in a moot or clinic Event. Without limiting this discretion, such expenses may relate to any special needs of any participant concerning 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 before attending the moot or clinic. Please contact the Allard School of Law Finance Manager, **Debbie Cua** ([cua@allard.ubc.ca](mailto:cua@allard.ubc.ca)) for extraordinary expenses.
  11. **Submitting your travel claims**
    - (a) **Coaches/Advisors must not reimburse students for any expenses.** Students are responsible for submitting their expenses to the Finance Office for reimbursement. If a student cannot temporarily absorb these costs, then the student should contact the Finance Manager, **Debbie Cua** ([cua@allard.ubc.ca](mailto:cua@allard.ubc.ca)) **two weeks** before the travel dates.
    - (b) The person seeking reimbursement must complete the Allard travel reimbursement [form](#) and submit it to the Coach/Advisor for approval.
    - (c) Email the **signed** travel reimbursement form along with the original receipts to Allard Finance ([lawfinance@allard.ubc.ca](mailto:lawfinance@allard.ubc.ca)) **within 30 days after return from the Event.**

## General Timelines:

Date:	Procedure:
<b>August 1, 2024</b>	Student Affairs Manager will send to the Finance Manager: a full list of all coaches/advisors and students enrolled in a 2024W upper year moot; and a full list of all students enrolled in the 2024W IJHR clinic, Judicial Externships and Innocence Project
<b>September 16, 2024</b>	<p>The Finance Manager and/or Allard Finance staff (as assigned) will email the “Budget Form” for completion and a copy of the “Expenditure Guideline and Travel Procedures” to all Coaches/Advisors, including Nicole Barrett (IJHRC), Tamara Levy (Innocence Project), Lisa Martz (Judicial Externship) (CC: Finance Manager)</p> <p>Student Affairs will distribute the Travel Intake Form to all Coaches/Advisors.</p>
<b>October 15, 2024</b>	<p><b>Deadline for Coaches/Advisors to submit the completed Budget Form to the Allard Finance Manager.</b></p> <p><u>The Finance Manager will review to validate the budget.</u></p> <p>NOTE: Student Affairs cannot make any travel bookings until the budgets have been approved. Coaches/Advisors should submit the completed Budget Form ASAP to avoid delays in this process.</p>
<b>October 21, 2024</b>	<p><b>Deadline for Coaches/Advisors to submit their Travel Intake Forms to the Student Affairs Manager, if they require support to book flights and hotels for Events between <b>November 25, 2024 – February 7, 2025</b>. See Travel Support guidelines on page 5.</b></p>
<b>October 30, 2024</b>	<p>The Finance Manager will send the approved Budget Forms to Zack at the Student Affairs office and the Coach/Advisor.</p> <p><b><i>* At this point Student Affairs can begin booking the hotels and travel for those coaches/faculty/students who require assistance.</i></b></p>
February 24, 2025 & March 14, 2025	The Finance Manager and/or Allard Finance staff will send a reminder to the <u>Coaches/Advisors and students</u> to submit their reimbursement claims by March 21, 2025
March 25, 2025	<p><b>Deadline for Coaches/Advisors to submit their Travel Intake Forms to Student Affairs Manager, if they require support to book flights and hotels for Events between <b>April 4, 2025-May 2, 2025</b>. See Travel Support guidelines on page 5.</b></p>
<b>April 15, 2025</b>	<p>Deadline for Coaches/Advisors and students to submit their reimbursement claims to Allard Finance staff for processing at <a href="mailto:lawfinance@allard.ubc.ca">lawfinance@allard.ubc.ca</a></p>

## Travel Support from the Student Affairs Office

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The Student Affairs Office is available to help arrange flight and hotel bookings for experiential learning courses that require students to travel to an Event during the academic term in which the student is registered in the course. The following procedures apply to all flight and hotel bookings coordinated by the Student Affairs Office.

1. **Requesting Help: Complete the intake form** and email it by the specified deadlines to Student Affairs at [mootclinictravel@allard.ubc.ca](mailto:mootclinictravel@allard.ubc.ca)
2. **Deadline to Request Help:** Coaches/Advisors should make all requests promptly. All requests must be made following the deadlines noted below. Student Affairs will make all reasonable efforts to assist Coaches/Advisors who request travel support but requests made past these deadlines may be declined. Coaches/Advisors will be responsible for arranging travel if Student Affairs is unavailable to assist.

Event Date(s)	Deadline to Submit Intake Form
Event takes place between <b>September 5, 2024 – November 26, 2024</b>	For Events taking place between <b>September 5 – November 26, 2024</b> , Coaches/Advisors must submit the Intake Form <b>at least 5 weeks in advance of the Event date(s)</b> .
Event takes place between <b>November 27, 2024 – February 10, 2025</b>	For Events taking place between <b>November 27, 2024 – February 11, 2025</b> , Coaches/Advisors must submit the Intake Form by <b>October 25, 2024</b> due to limited Student Affairs staff availability between December-January.
Event takes place between <b>February 12, 2025 – April 3, 2025</b>	For Events taking place <b>between February 12, 2025 – April 3, 2025</b> , Coaches/Advisors must submit the Intake Form <b>at least 5 weeks in advance</b> of the Event date(s).
Event takes place between <b>April 4, 2025 – May 2, 2025</b>	For Events taking place between <b>April 4, 2025 – May 2, 2025</b> , Coaches/Advisors must submit the Intake Form by <b>March 25, 2025</b> due to limited Student Affairs staff availability in April.
Event takes place between <b>May 3, 2025 – September 3, 2025</b>	For Events taking place between <b>May 3, 2025 – September 3, 2025</b> , Coaches/Advisors must submit the Intake Form <b>at least 5 weeks in advance</b> of the Event date(s).

3. **Blackout Period:** Student Affairs is not available to provide travel support during certain limited times of the academic year (“**Blackout Period**”). Coaches/Advisors are responsible to arrange travel for Events taking place during Blackout Periods.
4. **Flight Times:** Travelers are expected to be flexible with flight times.
  - Student Affairs will book flights for students based on the Standard Economy fare on the permitted Travel Dates. **There will be flexibility in booking the flight times for Coaches/Advisors to accommodate their work commitments.**
  - If there is a range of time on the Travel Dates in which a traveller cannot fly due to an unavoidable conflict, the traveller should advise Student Affairs of the conflict when requesting travel support.

Updated: August 27, 2024