



2025-26 Travel Reimbursement Guidelines for Student Experiential Learning (Moots, Externships and Clinics)

The Allard School of Law will reimburse certain (but not all) travel expenses associated with **moots**, **externships**, and **clinics** (collectively, the “Events”), through the Allard Finance Office. The following guidelines apply:

1. Funding Approval

- Each coach must complete and submit a **Budget Form** for each Event to the **Allard Finance Manager** *before incurring any expenses*.
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2. Moot Registration Fees

- Coaches who wish to use the Allard Law Faculty credit card to pay moot registration fees must:
 - Provide the registration link and details to **Zack Uganec, Manager, Student Affairs**
 - Submit this information **at least 14 days before** the registration deadline
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3. Transportation

- The Allard School of Law will reimburse **economical, direct transportation** in line with the UBC travel policy and associated guidelines for:
 - Each student
 - One Coach/Advisor per moot
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4. Airfare


- All air travel must be at the lowest available fare (i.e. **Economy – Standard**) on the shortest route, refundable in full or convertible to a travel voucher in the event of a cancellation.
- UBC will reimburse the cost of one checked bag, one carry-on, and standard seat selection, if these are not included in the airfare purchased.




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- Booking options:
 - Flights arranged by the **Student Affairs Office – MOOT & Clinic Travel Support** (mootclinictravel@allard.ubc.ca) through UBC's approved travel agency – **Direct Travel** or **directly online**.
 - **Fare Class:** Must be the **lowest available fare** (Economy – Standard)
 - One **checked bag fee, standard seat selection** and one **carry-on** are reimbursable if not included in the ticket

Direct Travel Contact Info

 psi.travel@dt.com

 604-637-1466 or 1-844-905-3824 (Option 1)

5. Travel Arrangements:

- **Flights under 6 hours:** Travel permitted **one day before and one day after** the Event
- **Flights over 6 hours with time zone change:** Travel permitted **two days before and one day after** the Event
- **Exceptions:** Students who are unable to travel during the designated "Travel Dates" due to unavoidable circumstances must advise the Student Affairs Manager, Zack Uganec (uganec@allard.ubc.ca) of the conflict when requesting travel support. Exceptions to the Travel Dates will only be considered for exceptional circumstances.
- **Personal Travel Combined with Business:**
 - Travellers must **book and pay directly**
 - Notify your Coach/Advisor and the MOOT & Clinic Travel Support office about your itinerary (mootclinictravel@allard.ubc.ca)
 - Submit the **Combining Business and Personal Travel Form** to Allard Finance Manager, **Debbie Cua** (cua@allard.ubc.ca), **for review and confirmation** at least **2-3 weeks before departure**
 - If the paperwork for travel with personal days is not completed and submitted for pre-approval, reimbursement will be limited to the cost of a standard economy fare for the most direct route or the actual airfare booked by the Moot and Clinic Travel Support office, whichever is lower. Any additional costs above the cost of a standard economy fare will be the responsibility of the traveller.
 - Students can contact the MOOT & Clinic travel support Office to inquire about the price of the actual airfare booked, if needed.



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6. Accommodation

- Covered for **students** and **one Coach/Advisor**
- Must be **reasonably priced, standard rooms**, and allow **free cancellation**
- **Room sharing** is expected for students of the same gender
 - Students with accommodation needs should notify both their faculty coach and the MOOT & Clinic Travel support office, and at the same time, contact **UBC's Centre for Accessibility (CfA)** <https://students.ubc.ca/about-student-services/centre-for-accessibility/> for appropriate support and resources.

Booking Guidelines:

- **Designated hotel with block booking:** Use negotiated group rate
- **Other Accommodations:**
 - If block rooms are not available, the Coach has to identify and inform the Student Affairs office – MOOT & Clinic travel support of the best available and reasonable accommodation for booking
 - 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.
- **Judicial Externship (this will change effective 2026 Spring Term):**
 - **The Office of the Chief Justice (OCJ)** will book the accommodations for court circuit rotations
 - General Reimbursement Process:
 - **Option 1:** Student pays, then submits receipts to UBC Allard Finance for reimbursement (preferred)
 - **Option 2:** Student unable to cover upfront costs must:
 - Speak with Faculty Advisor (Lisa Martz)
 - Send the endorsement email from the Faculty advisor to Allard Finance Manager (cua@allard.ubc.ca), copying Zack Uganec, at least 7-10 days before the travel date.
 - The request will be reviewed and instructions provided on the next steps, including the cash advance form to complete.
 - The **cash advance form must be completed and returned** to receive the **advance**
 - The Travel reimbursement form with receipts attached must be submitted within 3–5 days after return to clear the cash advance



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7. Meals

- Per diem: **\$80/day maximum**, no receipts required
 - \$18 breakfast | \$20 lunch | \$42 dinner
 - If meals are **included in the registration or provided by the organizer**, per diem is reduced accordingly (*e.g., if lunch is provided, the daily rate is reduced to \$60*)
 - **When the advisor/coach hosts a meal, the individual's per diem for each will be reduced accordingly.** The advisor or coach must submit an itemized receipt and will be reimbursed based on the applicable per diem rate multiplied by the number of attendees. Alcohol is not permitted.
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8. Taxis and other ground transportation (bus, trains, etc.)

- Reimbursable when:
 - To/from **airports/train stations**
 - To/from **Event venues**
 - **Shared taxis with modest gratuity (10-12%)** are encouraged
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9. Personal Hotel Expenses

- **Not covered:** In-room bar, movies, room service, long-distance calls, or other incidentals
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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), for extraordinary expenses.
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11. Travel Reimbursement Process

- **Step 1:** Each traveller completes the **Allard Travel Reimbursement [Form](#)**
- **Step 2:** Submit the form to their Coach/Advisor for signature or request an email confirmation
- **Step 3:** Email the signed form or the advisor's email confirmation along with original receipts (in PDF file format) to: lawfinance@allard.ubc.ca within **10 days of return** for processing.
- **Step 4:** Coaches/Advisors must not reimburse students directly.

If a student is unable to cover any out-of-pocket expenses temporarily, they must contact **Debbie Cua** at least **two weeks before travel for alternative** arrangements.



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Important Dates & Timelines

General timelines

Date:	Procedure:
August 15, 2025	The Student Affairs Manager will send to the Finance Manager: a full list of all coaches/advisors and students enrolled in a 2025W upper year moot; and a full list of all students enrolled in the 2025W IJHR clinic, Judicial Externships and Innocence Project
September 12, 2025	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); (CC: Finance Manager) Student Affairs Office - distribute the Travel Intake Form to all Coaches/Advisors.
October 15, 2025	Deadline for Coaches/Advisors to submit the completed Budget Form to the Allard Finance Manager. <u>The Finance Manager will review and validate the budget.</u> 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.
October 25, 2025	Deadline for Coaches/Advisors to submit their Travel Intake Forms to the Student Affairs Manager, <u>if they require support to book flights and hotels for Events between November 29, 2025, and February 8, 2025.</u> Please refer to the Travel Support guidelines on pages <u>7 & 8</u> .
October 31, 2025	The Finance Manager will send the approved Budget Forms to Zack at the Student Affairs office and the Coach/Advisor. <i>* At this point, Student Affairs can begin booking the hotels and travel for those coaches/faculty/students who require assistance.</i>
February 25, 2026 & March 13, 2026	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 20, 2026
March 23, 2026	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 April 4, 2026, and May 4, 2026. <u>See pages 7 & 8.</u>
April 15, 2026	Final Deadline for Coaches/Advisors and students to submit their reimbursement claims to Allard Finance staff for processing at lawfinance@allard.ubc.ca



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Travel Support from the Student Affairs Office:

The Student Affairs Office is available to assist with 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
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
Events taking place between September 2, 2025, and November 26, 2025	Coaches/Advisors must submit the Intake Form at least 5 weeks in advance of the Event date(s) .
Events taking place between November 29, 2025, and February 8, 2026	Coaches/Advisors must submit the Intake Form by October 25, 2025 , due to limited Student Affairs staff availability from December to January (exam period).
Events taking place between February 9, 2026, and April 3, 2026	Coaches/Advisors must submit the Intake Form at least 5 weeks in advance of the Event date(s).
Events taking place between April 4, 2026, and May 4, 2026	Coaches/Advisors must submit the Intake Form by March 25, 2026 due to limited Student Affairs staff availability in April (exam period).
Events taking place between May 5, 2026, and August 31, 2026	Coaches/Advisors must submit the Intake Form at least 5 weeks in advance of the Event date(s).



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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 for arranging travel for Events taking place during Blackout Periods.
4. **Flight Times:** Travellers 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.