INSTRUCTIONS FOR SUBMITTING STUDENT TRAVEL FUNDING REQUESTS

1) Request:

Please Submit into Law School Budget Request via CampusGroups.

- Requesting Student Organization
- Conference Name, Sponsoring Organization and Conference Dates
- Brief description of the conference and how attendance promotes the student organization’s mission;
- Proposed budget based on the full costs of one (1) student’s attendance:
  - Roundtrip coach airfare (need not be supersaver, i.e. it can be cancellable)
  - Conference hotel breakdown per night needed, depending on when conference starts and ends, including estimated taxes
  - Ground transportation (taxis, subway) to and from the airport in Ithaca and at destination to get from hotel to conference and back and then back to airport.
  - Registration fee (for one)
    - Pls note---If several students attend a conference, we will pay each student’s registration fee. However, DOS reserves right to cap registration fee allocation depending on fee amount.
  - Conference banquet fees, if needed
  - If several students attend a conference, we will pay each student’s banquet fee, if needed. However, DOS reserves the right to cap this expense depending on amount. CLS does not otherwise cover the costs of food.

Example:
Travel to the National Basketball Conference in Boston on [insert dates here] for Sports and Entertainment Law Society. [insert here brief description and reason for attending].
- Round Trip Coach Airfare from Ithaca to Boston = $420
- Hotel @ $201 per night (include all sales taxes) for 2 nights = $402
- Ground Transportation from home to airport in Ithaca $20 one way x 2 = $40
- Ground Transportation from airport to hotel at destination $40 one way x 2 = $80
- Ground transportation at destination from hotel to conference location $20 per day x 2 = $40
- Registration (does not include banquet or reception) = $150
- Closing banquet/reception = $75

Total Request: $1,207

2) Approval Process:

Once budget request is received then that budget will either be approved, tweaked or denied. If approval is received, then you and the other organization members who are traveling must then come up with more economically efficient modes of transportation so that the funding will cover most, if not all, of the travel expenses for everyone attending.

3) Compliance with Travel Policies and Procedures:
All travelers MUST agree to comply with all Law School requirements for student travel:

- All students traveling must contact Jannica Moskal, Dean Miner’s assistant prior to departure.
- Complete and sign the “Student Travel Agreement Form” PRIOR to traveling.
  - If “Student Travel Agreement Form” is not completed, signed and turned in to Jannica Moskel prior to traveling, said travel is NOT authorized and student(s) will not be reimbursed for expenses.
  - Failure to timely complete and submit the required releases or to comply with any of the Travel Guidelines may result in the Dean of Students cancelling current and/or future funding for the specific student organization.
- Submit travel reimbursement within 30 days of travel to Jannica Moskel, Assistant to Dean Miner, staying within the allocation.
- Submit a one-page report to Jannica Moskel, within 30 days of end of travel regarding the conference experience.