



UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF LAW

Competitive Moots
Team Expense Reimbursement Policy and Procedures

The Faculty 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. **Travel** – The Faculty of Law will reimburse reasonable transportation expenses by the most appropriate and economic mode of transport for each particular moot, whether by air, rail or automobile. All teams are expected to utilize early booking and student discounts. Teams are responsible for booking their own travel. Travel bookings can be made through the University’s approved companies which are listed below or directly online.

North South Travel & Tours

3702 W 10th Ave
Vancouver, BC V6R 2G4
Tel: 604 - 736-7662
e-mail: ubc@nstravel.bc.ca
www.nstravel.bc.ca

Vision 2000 Travel Group

310-1177 West Hastings St.
Vancouver, BC V6E 2K3
Tel: 604 - 688-7286
e-mail: ubc@vision2000bc.com
www.vision2000bc.com

2. **Taxis** – The Faculty of Law will reimburse shared taxi expenses, including modest gratuity, 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.
3. **Accommodation** – The Faculty of Law will pay costs of accommodation for student team members and one coach. The Faculty of Law through each moot’s coordinator will normally pre-book a block of rooms at one hotel for use by 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.
4. **Meals** -- The team members & coach will be reimbursed for their meals during the course of the Competition, up to a maximum of \$50.50 per day. In order to be reimbursed, each team member must submit **original** receipts for each meal they are claiming. Any amount exceeding \$50.50 per day will not be reimbursed.
5. **Personal Hotel Expenses** – The Faculty of Law will not reimburse any additional expenses charged to any room such as room service, in-room bar, long distance telephone calls, movies, charges for computer use or use of a business center, charges for any other hotel service or facility. Such charges are to be charged to each individual’s personal account.
6. **Extraordinary Expenses** – The Faculty of Law may in its discretion consider and allow certain special or extraordinary expenses which may be necessary for any 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 it is anticipated that such special expenses may be necessary, the team should request consideration of such expenses and obtain approval prior to attendance of the Competition.
7. **Submission of Claims for Reimbursement**
 - (a) The person seeking reimbursement must submit a **signed** covering letter summarizing all the expenses claiming reimbursement for.
 - (b) Obtain appropriate approval from the Faculty Advisor.
 - (c) Attach original receipts and submit to Grace Jauod at Rm 258 **no later than March 31, 2012**.