

Travel Procedures for All Indiana Law Students for Events out of Bloomington

Sometimes when you travel for a competition or other extra-curricular event, the Law School can help defray costs. The following steps are essential for making sure you get the maximum possible reimbursement. *Please read each of these steps in their entirety.*

1. **Provide your faculty advisor with the details of your trip (dates, location, purpose of travel, name of conference/competition, etc.). You must have your advisor's permission to be reimbursed.**
2. **Students are responsible for creating the budget, which must be approved by their faculty advisor and the Business Office. Your faculty advisor will notify the Business Office (Sandy Ault shazel@indiana.edu) of the name(s) of student(s) traveling and any reimbursement limits. One week after the team is chosen, students should meet with their faculty advisor and Sandy Ault to discuss expenses and set a date for students to finalize the budget.**
3. **Each student traveling in the group must log into [OneIU](#) and approve Sandy Ault as their travel arranger.** Please answer yes to all of the questions.
4. **Competition Fee** – As soon as you know that you have a faculty-approved team, please go see Sandy so she can pay the registration fee. Please provide her with any required payment documentation (such as an information pamphlet or a printout from the host's website that displays the amount of the fee). It takes about 14 days for the request to work its way through the University system, so the sooner you submit your request, the better.
5. **Transportation by Car**

If your Competition is a 5-hour drive or less, we strongly encourage you to travel by car. You will need permission to fly for any distances shorter than a five-hour drive.

- a. If you use your personal car:
 - Repair of a personal car is the owner's responsibility.
 - The University does not reimburse for parking, speeding tickets or any other driving law violations, flat tires, dead batteries, etc.
 - Mileage is determined by using official state highway maps.
 - Mileage reimbursement is currently .575 cents per mile (Effective 1/1/15) for the first 500 miles.
- b. If you use a university Car:
 - Vehicle needs must be communicated to the Business Office.
 - All drivers must complete and submit an "Authorization Form for Motor Vehicle Records Check". Go to this website to download the form: <https://inlocc.webhost.iu.edu/CAS/MVR2/first/FirstStepSubmit.cfm>

- All drivers must present a valid U.S. driver's license in order to secure a vehicle from the Motor Pool.
- All student travelers require departmental approval. Approval forms are available at the website <https://www.dailyrental.motorpool.indiana.edu/>
- Motor pool is located at 801 N Range Rd., Bloomington, IN
- Hours of Operation: 8:00 am – 5:00 pm (Monday – Friday)

Transportation by Plane

There are three options available to people traveling by air:

1. Book a flight using Orbitz for Business
You will have to work with Sandy Ault on this because she will have to have your name added to the Orbitz site.

After Sandy has signed you up for Orbitz:

- Go to <http://www.orbitzforbusiness.net>
 - Sign in with your member ID (IU e-mail address) and password. Search for and purchase your flight based on your travel information. (Sandy Ault will give you the acct# information that you need for payment.)
2. If a traveler chooses to make his or her own airline reservations instead of using Orbitz for Business, the traveler will need to pay for the services out of pocket, then submit receipts for reimbursement *after* returning from the trip. If you pay for your ticket online, print out and submit the receipt that the airline sends to your email. If you end up not going, you cannot be reimbursed.
 3. The Travel Authority can also help you set up flights. The person that you need to work with is Ginnie Hollenback at 812-333-3355. But keep in mind every time we use her services there is an additional \$25.00 charge.

Please Note: *Group Travel: When booking a flight, the traveler can only book (and pay for) his or her own flight. **Even if one person pays for all of the tickets, that person will only be reimbursed for their own ticket.***

6. Lodging

As a general rule, students should not get lodging in Indianapolis, but instead should return to Bloomington, even if they need to be in Indianapolis over multiple days.

We expect that students will share 3 to 4 students to a room.

Students book their own lodging. When making reservations, travelers should compare the contract/corporate/government rates with the special weekend, promotional or conference rates to determine the lowest rate.

- You can book your lodging at <https://hotels.booksmarttravel.com/%28S%28qcpdbklx3x2ymam3m4xvf5s%29%29/default.aspx?SchoolID=IU>

Hotels.com will bill the University so you don't have to pay using your own funds, this is often the easiest way to book accommodations. However, it is often the most expensive option.

- If you book your lodging outside of hotels.com, you must pay for your room using your own funds. If you shared the room, each occupant should check out separately and obtain an original receipt for their portion of the bill. If the hotel will not split the bill, reference both reimbursement forms with the original receipt attached to the reimbursement request submitted by the traveler who is claiming the charge so they may be reimbursed (this traveler will need to explain that they paid the shared hotel charges in full, and provide the name of the traveler[s] they shared the room with), and a copy of the lodging receipt attached to the reimbursement of the other traveler with an explanatory note. (Unless you have made other arrangements with your faculty advisor).
- Keep all original (itemized) receipts to submit to Sandy when you return; receipts must show all balances paid (i.e. it must be the final paid version of the receipt with a balance of "0.00," not a preliminary invoice or estimate) to be considered for reimbursement.
- If a traveler stays with a relative or friend instead of a hotel, the name, address, and phone number of the host must be provided.

7. Meals

Generally, the school does not pay per diem. Meals are on your own.

8. Submit receipts for reimbursement

Traveler must submit a completed gold travel envelope and all original receipts to Sandy Ault. Submit your receipts as soon as you are able.

9. Check distributed to student

The Business Office will e-mail the traveler when the reimbursement check arrives. The check can be picked up from the Business Office during normal operating hours.

Out-of-Bloomington Travel Procedures For Maurer Students

Dear Students,

Sometimes when you travel for a competition or other extra-curricular event, the Law School can help defray costs. The following steps are essential for making sure you get the maximum possible reimbursement. *Please read each of these steps in their entirety.*

- 1. Provide your faculty advisor with the details of your trip (dates, location, purpose of travel, name of conference/competition, etc.). You must have your advisor's permission to be reimbursed.**
- 2. Students are responsible for creating the budget which must be approved by their faculty advisor and the business office. Your faculty advisor will notify the Business Office (Sandy Ault shazel@indiana.edu) of the name(s) of student(s) traveling and any reimbursement limits. One week after the team is chosen, students should meet with their faculty advisor and Sandy to discuss expenses and set a date for students to finalize the budget. Sandy will also work with each student to get them set up in the Chrome River travel system.**
- 3. Competition Fee – As soon as you know that you have a faculty-approved team, please go see Sandy so she can pay the registration fee. You will need to provide her with any required payment documentation (such as an information pamphlet or a printout from the host's website that displays the amount of the fee). Registrations are usually paid with departmental credit cards which simplifies the process but you should still allow up to 14 days for the request to work its way through the University system, so the sooner you submit your request, the better.**
- 4. Transportation by Car**
If your Competition is a 5-hour drive or less, we strongly encourage you to travel by car. You will need permission to fly for any distances shorter than a five-hour drive.

- a. If you use your personal car:
 - Repair of a personal car is the owner's responsibility.
 - The University does not reimburse for parking, speeding tickets or any other driving law violations, flat tires, dead batteries, etc.
 - Driver may seek reimbursement for fuel expense but will need to provide a receipt which needs to be submitted to the business office along with any other receipts
- b. If you use a university Car:
 - Vehicle needs must be communicated to the Business Office.

- All drivers must complete and submit an "Authorization Form for Motor Vehicle Records Check". Go to this website to download the form: <https://inlocc.webhost.iu.edu/CAS/MVR2/first/FirstStepSubmit.cfm>
- All drivers must present a valid U.S. driver's license in order to secure a vehicle from the Motor Pool.
- All student travelers require departmental approval. Approval forms are available at the website <https://www.dailyrental.motorpool.indiana.edu/>
- Motor pool is located at 801 N Range Rd., Bloomington, IN
- Hours of Operation: 8:00 am – 5:00 pm (Monday – Friday)

Transportation by Plane

There are three options available to people traveling by air:

1. Book a flight using Egencia.

You will have to work with Sandy Ault on this. In order to set up your account she will need the following information:

Name (as it appears on your driver's license or passport)
 Student ID Number
 IU Email Address

After you're set up in Egencia, you can have Sandy make your flight reservation or she can give you the account number and you can book your own tickets by doing the following:

- Go to [One.IU](#)
 - Search for Egencia in the search bar
 - Sign in with your member ID and password. Search for and purchase your flight based on your travel information. (Sandy Ault will give you the acct# information that you need for payment.)
2. If a traveler chooses to pay for his or her own airline reservations instead of using Egencia, the traveler will need to pay for the services out of pocket, then submit receipts for reimbursement *after* returning from the trip. If you pay for your ticket online, print out and submit the receipt that the airline sends to your email. If you end up not going, you cannot be reimbursed.
 3. The Travel Authority can also help you set up flights. The person that you need to work with is Ginny Hollenback at 812-333-3355. However, you should be aware with this service there is an additional \$25.00 charge.

Please Note: *Group Travel: When booking a flight, the traveler can only book (and pay for) his or her own flight. **Even if one person pays for all of the tickets, that person will only be reimbursed for their own ticket.***

5. Lodging

As a general rule, students do not get lodging in Indianapolis, but instead should return to Bloomington, even if they need to be in Indianapolis over multiple days.

We expect that students will share 3 to 4 students to a room.

Students book their own lodging. When making reservations, travelers should compare the contract/corporate/government rates with the special weekend, promotional or conference rates to determine the lowest rate.

- You can book your lodging through Egencia using the same process as stated above.
- If you book your lodging outside of Egencia, you must pay for your room using your own funds. If you shared the room, each occupant should check out separately and obtain an original receipt for their portion of the bill. If the hotel will not split the bill, reference both reimbursement forms with the original receipt attached to the reimbursement request submitted by the traveler who is claiming the charge so they may be reimbursed (this traveler will need to explain that they paid the shared hotel charges in full, and provide the name of the traveler[s] they shared the room with), and a copy of the lodging receipt attached to the reimbursement of the other traveler with an explanatory note. (Unless you have made other arrangements with your faculty advisor).
- Keep all original (itemized) receipts to submit to Sandy when you return; receipts must show all balances paid (i.e. it must be the final paid version of the receipt with a balance of "0.00," not a preliminary invoice or estimate) to be considered for reimbursement.
- If a traveler stays with a relative or friend instead of a hotel, this must be communicated to Sandy.

6. Meals

The school does not pay per diem. Meals are on your own.

7. Submit receipts for reimbursement

Traveler must submit all original receipts to Sandy as soon as you return from your trip. Receipts submitted after 60 days up to 120 days are taxed and after 120 days are not reimbursable.

8. Check distributed to student

The Business Office will e-mail the traveler when the reimbursement check arrives. The check can be picked up from the Business Office Assistant, Lisa Bailey, during normal operating hours in room 256.