

Sturm College of Law Student Travel Policies

1. Student travel is to be funded by the Student Bar Association (SBA), which is given a budget by the SCOL for this purpose.
2. The SBA can elect to provide either full or partial funding to up to two students from a student organization to attend a conference as representatives of DU.¹
3. The SBA currently has a cap of \$400 per student representative to attend a conference.²
4. If additional students want to travel for networking purposes, the SBA can, but need not, elect to provide up to \$250 per student per year in funding for such purposes.³
5. The expectation is that the remaining funds will come from non-SCOL sources. In other words, the way in which the SCOL supports student travel is through the SBA's budget. So coming to ask the Dean for additional funds will generally not be productive.
6. Students traveling on SCOL budgets must use the per diem method of reimbursement for meals and incidentals unless, (1) they are part of a group that is using an accountable plan (e.g., certain moot court groups), or (2) they are at a conference at which meals are included in the cost of the conference.⁴
7. Those who are not using the per diem method of reimbursement for meals and incidentals must abide by the reasonableness requirement of the University's rules. Reasonableness will be measured with reference to the per diem. That is, if the meals for a trip significantly exceed the per diem amount available for the trip, they will not be considered reasonable, and thus may not be fully reimbursed.⁵
8. When conducting local travel on University business, unless your day exceeds 12 hours, meals are not reimbursable. For 12-24 hours of travel, only one meal will be reimbursed.⁶
9. All student travel must be pre-approved. For all SBA student organizations, Dean Vigil will pre-approve the conference travel. For all journals and reviews, Professor Viva Moffat will pre-approve conference travel. For all Moot Court competitions and conferences, Professor David Schott will pre-approve all competitions and conferences.⁷

¹ The University requires expenditures to be reasonably necessary to the mission of the unit. The two-student limit is a SCOL interpretation of that University requirement. This rule is also important to make sure that limited funds are distributed equitably and efficiently among student organizations.

² This is an SBA rule. But the SCOL supports this limit.

³ As with the two-student rule, above, this is a SCOL interpretation of the University's reasonably necessary to the unit's mission requirement.

⁴ The University prefers the use of the per diem method. The SCOL is requiring it where practicable, for the purpose of simplification and predictability.

⁵ This is an SCOL interpretation of the University's reasonableness requirement.

⁶ This is a University rule.

⁷ This is a University rule.