

MEMORANDUM

TO: Moot Court Coaches

FROM: John Parry, Associate Dean of Faculty

DATE: Fall 2017

RE: Moot Court Expense Reimbursements

Thank you for the wonderful job you do coaching one or more of our moot court teams. I want to clarify Lewis & Clark's current approach to expenses incurred when your team travels out of town for a competition.

Travel and Lodging. We expect that due diligence will be taken to secure economical flights and lodging. We recommend that you work with Doreen Corwin (corwin@lclark.edu or 503-768-6852) in making those reservations. Please be aware that we cannot reimburse you or the students for fees charged by private travel agents. Please note that we will not cover costs for domestic partners traveling with the team; in addition, we will reimburse only half of the room charges for a coach or team member who would be sharing accommodations absent the presence of a domestic partner.

Normal Meals. Regular daily meals for individuals will be reimbursed according to the Lewis & Clark *per diem* rates for the location in which the event is being held. There are two rates – one for high cost areas¹ and one for all other areas. The breakdown is as follows – breakfast \$12/\$10; lunch \$18/\$15; dinner \$30/\$25. Receipts are not needed for *per diem* meal reimbursement *unless* the faculty advisor or a team member pays for a group meal; in that case, although costs are limited to the *per diem* amount times the number of people eating, the person seeking reimbursement must submit receipts and list the persons present (both zero balance and itemized).

Celebratory Meal. A group celebratory meal can be substituted for one *per diem* dinner. Such a group meal is limited to the team members and coaches, unless there is prior approval and justification for additional attendees (such as board members of the regional or national competition). The maximum amount that can be reimbursed is \$50.00 per person for that one meal. Alcohol is included in that amount but must be accounted for separately on the receipt. Note that both itemized and zero balance receipts are required for reimbursement for this meal.

Other expenses. Lewis & Clark reimburses for reasonable expenses for taxis and similar travel required for the event. We do not reimburse for personal items that might be purchased. We do not reimburse for alcohol purchases outside of the *per diem* and celebratory meal limits noted above.

Reimbursement Requests. To facilitate accounting for group travel expenses, please have someone from each moot court team gather the completed and signed reimbursement forms and receipts (from both team members and coaches) and submit them as a group package to Doreen Corwin (corwin@lclark.edu or 503-768-6852). Note that expense reimbursements need to be processed within 60 days of purchase. If not, the payment becomes taxable income.

Thank you for your attention to these necessary details and, again, for the exceptional work you do with our students.

¹ The places currently approved for "high cost" reimbursement are: Baltimore, Boston, Chicago, New York City, Philadelphia, San Francisco, Seattle, Washington DC, Alaska and Hawaii.