Reimbursement Policy  
for Mock Trial Competition Expenses

The Mock Trial Board will reimburse its members for all reasonable and necessary expenses incurred while transacting the affairs of Mock Trial Board. The following reimbursement guidelines are required by Duke Law and the Mock Trial Board. Any deviations from these guidelines must be pre-approved by the Mock Trial Board Treasurer and the Office of Student Affairs. Please direct any questions regarding these guidelines to the Mock Trial Board Treasurer.

General Guidelines for Requesting Reimbursement:

1. Mock Trial Board members may cover certain competition-related expenses in three ways:
   a. **Reimbursement**: Member pays, submits itemized receipts, and is reimbursed. Typically, the Mock Trial Board will reimburse members for expenses such as copying, meals, taxis, and car mileage.
   b. **Prepayment**: Treasurer prepays, and member submits itemized receipts. Typically, the Mock Trial Board will prepay for airfare and hotel expenses.
   c. **Advance**: Member receives an advance and submits itemized receipts. The Mock Trial Board rarely authorizes advances, but will do so in situations where the member cannot afford to pay the expense upfront.

   Please contact the Treasurer to determine whether a reimbursement, prepayment, or advance is most appropriate for your situation.

2. Save original itemized receipts. Photocopies of receipts and unitemized receipts (e.g. credit card charge receipt that does not include a breakdown of expenses) will not be accepted. The only charge for which members may be reimbursed without a receipt is car mileage.

3. Attach itemized receipt(s) to a completed Reimbursement Form and submit to the Treasurer within 10 days of incurring the expense or returning from the competition. Please note that any receipts submitted after 10 days will not be reimbursed.

4. The reimbursement check will arrive in about three weeks. The Treasurer will notify the member by email when the check arrives to make arrangements for pick-up.
5. Reimbursement for travel will not be provided until the trip has concluded. If an advance is issued, it must be settled within 10 days from completion of the trip.

Pre-Competition Expenses:

Copying

All copies should be made at Duke Law School, using the Mock Trial Board copy code, a Law School copy card, or through the on-site copy center. The copy center is located in the mailroom on the first floor of the Law School. If you use a copy card or the copy center, please submit all itemized receipts along with the Reimbursement Form to the Treasurer within 10 days of incurring the expense.

Please do not use Kinko’s or any other retail copy center. Use of any retail copy center must be pre-approved by the Treasurer, or you will not be reimbursed.

Postage

Members should use the United States Post Office to mail items, as retail postal centers charge a sizable mark-up. Please submit all itemized receipts along with the Reimbursement Form to the Treasurer within 10 days of incurring the expense.

Competition and Travel Expenses:

The Mock Trial Board will reimburse members for transportation, hotel, and meal expenses. Please read details below on the reimbursement process for each of these.

Transportation

The requirements for travel reimbursement vary with the mode of transportation:

- Air Travel: In most cases, air travel will be prepaid by the Treasurer. Members must save their boarding pass stubs and submit them to the Treasurer upon return. If the member purchases the ticket, an original airfare passenger receipt is required for reimbursement. If no paper ticket was issued, a boarding pass stub is required, along with a printout of the itinerary showing the ticket price.

Parking at the airport will be reimbursed for up to two members of the competition team. Therefore, team members should carpool whenever possible. Remote parking (i.e., the least expensive alternative) should be used. An itemized receipt is required. Travel to and from the airport will not be reimbursed.

- Mileage: Members should record the actual mileage driven when using their own vehicle for Mock Trial-related travel. The mileage should be recorded on the
Reimbursement Form and submitted to the Treasurer. Mileage is reimbursed at the rate published by the Internal Revenue Service (currently 34.5 cents per mile).

- **Parking:** The Mock Trial Board will reimburse up to $10 a day for out-of-town parking (this limit does not apply to airport parking, discussed above). If parking expenses are greater than $10, the member must submit a brief explanation on the Reimbursement Form (e.g., “I was staying in a downtown hotel with no other parking available”). Members should not use valet parking.

- **Taxis:** For travel within a city, please use public transit such as subway, bus, or rail rather than a taxi service. A maximum of $15 per competition team per day will be allowed for taxi expenses.

- **Rental Cars:** You must bring back an itemized receipt for the rental car, which shows a breakdown of all of the rental expenses. Do not prepay gas, unless you will be driving for longer than 6 hours one-way. The cost of the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) coverage on rental cars will be reimbursed.

**Hotels**

The Mock Trial Board will reimburse members for room and taxes, but no other hotel charges. Whether or not the hotel room has been prepaid by the Treasurer, the member must bring back a hotel folio (i.e., itemized statement of each charge) stating a zero balance. If the member makes Mock Trial-related phone calls from the room, the member must pay the charges and request reimbursement. Please do not use the hotel’s direct long-distance.

**Meals**

The Mock Trial Board will reimburse members for meals during overnight, out-of-town travel. Reimbursement for meals during a one-day trip must be pre-approved by the Treasurer. An itemized receipt is required for all meal expenses (i.e., credit card charge receipts are not acceptable). The meal guideline is not a per diem; members will only be reimbursed the amount that they actually spend. Please select reasonably-priced restaurants. Members will be reimbursed at the following rates according the guidelines below:

- **Breakfast, $7.00:** Breakfast will be reimbursed when the member is out of town for breakfast or traveling during the breakfast hour.
- **Lunch, $10.00:** Lunch will be reimbursed when the member is out of town for lunch or traveling during the lunch hour.
- **Dinner, $15.00:** Dinner will be reimbursed when the member is out of town for dinner or traveling during the dinner hour.
Gratuities of up to 20 percent may be reimbursed. Expenses for alcoholic beverages will not be reimbursed. If you are unsure as to whether a meal expense is allowable, please contact the Treasurer.

Non-Reimbursable Expenses

The Mock Trial Board will not reimburse members for personal expenses incurred during their competition travel. The following is a list of non-reimbursable personal expenses. This list is meant to be illustrative, and does not necessarily include all items considered to be personal expenses:

- Cleaning, pressing, and laundry (except when the trip exceeds 5 days)
- Barber, manicurist, shoe shine, personal toiletries
- Personal telephone calls except to report changes in schedule
- Repairs on personal automobiles damaged during competition travel or general repairs and towing fees while on competition travel
- Traffic violations and court costs
- Loss or theft of personal property
- Movies, newspapers, books, snacks, spas, room mini-bars, fitness centers