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 two ways:
   a. Reimbursement: Member pays, submits itemized receipts, and is reimbursed. Typically, the Mock Trial Board will reimburse members for expenses such as meals, demonstratives, and car mileage.
   b. Prepayment: Treasurer prepays, and member submits itemized receipts. Typically, the Mock Trial Board will prepay for registration and hotel expenses.

   Please contact the Treasurer to determine whether a reimbursement or prepayment 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, which can be found at http://www.law.duke.edu/students/pdf/ReimbursementForm.pdf, 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 four to six weeks. In order to get reimbursed, the member must periodically call the bursar’s office at (919) 684-4773 and give their last name to find out whether the check is available for pick-up. When the check is ready, the member must pick it up from Smith Warehouse at:

   114 South Buchanan Blvd.
   Durham, NC 27708.

5. The Reimbursement for travel will not be provided until the trip has concluded.
Pre-Competition Expenses:

*Copying:*

All copies should be made at Duke Law School. 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.

*Demonstratives:*

Demonstratives will be reimbursed at a rate of 50 dollars per team. If a team wishes to use a demonstrative, contact the Treasurer prior to making any expenditure in order to receive the Duke Law School discount.

**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.

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 of 25 cents per mile.

*Parking:*

The Mock Trial Board will reimburse at the going rate for out-of-town parking. Members should not use valet parking. Parking will be reimbursed for one car per team, and when multiple teams can fit within one car, teams are expected to carpool.

*Taxis:*

Taxi travel is not permitted unless the team travels to competition by plane, in which case taxis related to the competition will be reimbursed.

*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. Meals only count if members are actually travelling during the meal, not if they consume the meal around when they begin or finish travelling.
Members will be reimbursed at the following rates according the guidelines below:

- **Breakfast, $5.00**: Breakfast will be reimbursed when the member is out of town for breakfast or traveling during the breakfast hour. However, if breakfast is provided by the hotel, breakfast expenses will not be reimbursed.

- **Lunch, $8.00**: Lunch will be reimbursed when the member is out of town for lunch or traveling during the lunch hour.

- **Dinner, $12.00**: Dinner will be reimbursed when the member is out of town for dinner or traveling during the dinner hour.

- **Gratuity**: Gratuities of up to 20 percent may be reimbursed, but count towards the allocated amount for each meal.

- **Alcohol**: Expenses for alcoholic beverages will not be reimbursed.

If you are unsure as to whether a meal expense is allowable, please contact the Treasurer.

**Hotels:**

The Mock Trial Board will reimburse members for room and taxes usually in the form of prepayment, 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.

**Non-Reimbursable Expenses:**

The Mock Trial Board will not reimburse members for personal expenses incurred during their competition travel. The only expenses that will be reimbursed are those detailed in the exhaustive lists above.