

Instructions for Grant of Rocky Mountain Min. Law Foundation Travel Funds (9-12-2013 version)

The UHLC receives \$3,000 a year to help fund student travel to RMMLF conferences that are not in Houston. If the conference is in Houston, and many are, students may attend for free as long as there is space. You must still register with RMMLF as a student and secure permission to attend. Go to www.rmmlf.org for a list of conferences and registration details.

For out of town conferences, here are the rules:

1. Send the following information to April Moreno at afmoreno@Central.UH.EDU. She will collect it on behalf of Prof. Jacqueline Weaver, the UHLC trustee to RMMLF:

- An email describing:
 - Your reasons for wanting to attend; why this particular conference is of interest to you.
 - Your interest in energy, natural resources and the environment as a career, as demonstrated by courses taken in this area, working experience, research papers or research assistance, etc.
 - Your proposed budget—following the rules in #2 below.
 - Statement of whether you have received prior support for travel from the EENR Center for RMMLF or other conferences. State the amount received and the conference(s) attended.
 - A copy of your resume or CV.

2. Your proposed budget consists of expenses for the following:

- Airfare—cheapest flight available. You must make the reservation as early as possible to assure a good price. Alternatively, if driving to the conference is less than 3 1/2 hours, your car mileage will be reimbursed at 20 cents per mile. You must make your own travel arrangements.
- Hotel—you may use the conference's designated hotel rates. If the conference ends by about 4:00 pm, RMMLF assumes that you can get a plane out that evening and that you will not need a hotel room that night. You are highly encouraged to share hotel rooms with other UHLC students. This saves a substantial amount of money and allows more students to travel. Also, you can sometimes save a considerable amount by staying in a nearby hotel that is not as fancy and walking a block or two to the conference.
- Airport shuttles or parking or taxis—***not to exceed \$50 total per trip***. Again, try to share a ride.
- All other incidentals such as food are to be paid by the student.
- The RMMLF student registration fee is usually waived, but you must still register, after being recommended by Prof. Weaver.

Your budget should show your actual projected expenses, however, note that you will **only be reimbursed for a portion** of your actual expenses. The approved maximum reimbursement amount is usually at least 50% of the travel costs. Please take this into consideration before applying for permission to attend because you will be bearing some of the cost.

You may use the budget form on page 3 to estimate your total budget. This is the same form that you will use to request reimbursement for RMMLF travel from the EENR Center.

3. Prof. Weaver will forward your statement explaining why you would like to attend and your budget to RMMLF. Usually, it takes no more than two days to receive approval from RMMLF, based on availability of spaces. Once approved, make your air and hotel reservations. In the event that more students apply to go than there are funds available, Professor Weaver will determine who will be selected, based on the following factors:

- The student's statement of reasons for wanting to attend.
- Previous award of travel funds from EENR Center
- Balance of JDs and LLMs.
- Timeliness of application to attend
- Diligence in following these instructions.

4. If you can use your own credit card to pay in advance for the hotel and airfare fees, you will be reimbursed by the UHLC's EENR Center when you return from the conference. **KEEP ALL RECEIPTS, including boarding passes**, for reimbursable items. Return the receipts, with your final budget, to April Moreno in TUII, Room 104. She is the administrator who will process your reimbursement from the EENR Center's funding. The EENR Center will then be reimbursed by RMMLF. Use the attached form and submit all receipts with it.

Remember: you will NOT be reimbursed directly by RMMLF. The funding from them goes only to the law center, from which we reimburse you.

If you cannot fund the costs of the hotel/plane by yourself in advance, then see Vicki Crain in Student Services. She will make the reservations and pay for them with the Student Services credit card; the EENR Center will reimburse Student Services.

5. When you go, be sure to thank all the RMMLF staff that you meet for providing you this opportunity. The RMMLF staff may ask you to help them with registration in the morning or evening before the conference. Network at all the receptions after the speeches. Good contacts help in the job market. Get business cards for yourself and collect them from others. Get the final list of registrants and as you meet people, make notes about their interests on the list so that you can contact them later if you want to, with a personal note.

6. Send Prof. Weaver a short e-mail memo evaluating the conference: its content and what you liked best/least about it. No memo, no reimbursement.

Have a great time and learn a lot!

NOTE: RMMLF does not support student travel to its international conferences outside the U.S.

Reimbursement Request Form for Travel and Accommodations
(can also use this form to submit estimated budget to attend)

Your budget should show your actual expenses, however, please note that you will **only be reimbursed for a portion** of your actual expenses. That approved reimbursement amount is stated in the announcement in the Daily Lex. Please take this into consideration before applying for permission to attend.

SCHOOL: _____

STUDENT Name and email: _____

INSTITUTE and DATES: _____

Dates of Arrival-Departure: _____

A. Transportation from _____ to _____

Lower of: (car mileage need only be estimated if travel to conference is less than 3 1/2 hours of driving)

(1) \$0.20 x _____ miles plus necessary tolls = \$_____

OR

(2) Lowest 30-day advance round trip economy airfare = \$_____

B. Hotel + tax: number of nights & rate with tax: (Note: phone calls, meals, movies, laundry, & valet services are not covered.):

C. Taxis, airport shuttles and parking: maximum \$50. _____

FINAL Budget EXPENSES == = = ===== \$_____