George Mason University School of Law Moot Court Board  
Moot Court Board Guidance on Competition Registration and the Reimbursement Process 2013-2014  

Please read this document in its entirety. It contains instructions on how to select, apply to, and be reimbursed for the fall and spring competitions.

I. Selecting a Competition

Please refer to “Extramural Competitions 2013-2014” document on TWEN or outside the SBA office (room 334) for a master list of all the available competitions that we are aware of thus far. If you are aware of additional competitions that are not listed, please email Billy Bang (billybang00@gmail.com) with the appropriate information, and he will add the competition information to the master list. The updated list will be made available to the entire board.

After selecting a competition, assign a team representative. The representative will serve as a point of contact.

If you wish to have the university pay for the registration fee up-front as opposed to having to wait to be reimbursed after the competition, you must register for the competition at least forty-five days before the registration due date. Accordingly, hopeful competitors should select their competition as soon as possible.

II. Registering for a Competition

After selecting your competition, go to the competition’s website and print off the registration form. If you complete this electronically (and are registering at least forty-five days before the competition), please print a copy of the registration and bring it to Ms. Carol Armstrong in the SBA office (room 334) so she can begin the process to get the check cut and sent to the competition.

When submitting your registration form online, if possible, you should indicate “payment to follow,” if you are registering forty-five days in advance. If you are not registering forty-five days in advance or “payment to follow” is not permitted, a team member, due to state regulations, will have to pay out of his or her pocket and seek reimbursement. If you paid for your registration fee out of pocket, you will need to bring the receipt and proof of payment (your debit/credit card statement or canceled check) to Ms. Carol Armstrong in the SBA office (room 334).

Note: it is always best to turn in the reimbursement documentation as soon as possible.

➤ W-9 Form

More often than not, GMUSL already has the university that is hosting the competition W-9 form on file. However, if we do not have the applicable university’s W-9 form, it is your responsibility to call the school and have them email you the W-9 form and then forward it to Ms. Carol Armstrong (carmstro@gmu.edu).
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III. Request to Travel

Forty-five days before travelling, the team representative must contact Mike McKay (mmckay3@gmu.edu), our travel chair, to set up a time for the entire team to meet and complete the “Request to Travel” form together. (Mike will direct you to the website (travel.gmu.edu) with the form.) Please bring your “Extramural 2013-2014 Budget Request Form” (see MCB TWEN cite or the “Moot Court Board Guidance on Competition Registration and Reimbursement Process 2013-2014” binder on the bookshelf outside the SBA office (room 334) for the form).

IV. Travel Expenses & Reimbursement Not Related to the Competition

If and when you incur fees relating to copying, postage, and registration, please complete a “Payment Request” form (see MCB TWEN cite or the “Moot Court Board Guidance on Competition Registration and Reimbursement Process 2013-2014” binder on the bookshelf outside the SBA office (room 334) for the form). Submit the form with your receipts ASAP to the SBA office. (The appropriate manner in which to submit receipts is enumerated below.)

V. Helpful Things to Know Before Travelling

If you use a taxi, you will be reimbursed for the price of the taxi and no more than a fifteen percent tip.

For food, your per diem is anywhere from forty-one to seventy-one dollars, depending on the host city. However, each meal of the day is also allotted a specific budget that may not exceed if you wish to be fully reimbursed. For example, if your per diem is fifty-one dollars and includes eight dollars for breakfast, twelve dollars for lunch, and thirty-one dollars for dinner; you may not go over these allocated amounts for each meal (and still be reimbursed). Please note that all food bills must be itemized; therefore, when dining, please request separate checks. Also, on travel days, you will only receive seventy-five percent of your allotted per diem. Lastly, per diem cannot be spent on alcohol; you must request a separate check for alcohol-related bills. On the MCB TWEN cite and in the “Moot Court Board Guidance on Competition Registration and Reimbursement Process 2013-2014” binder on the bookshelf outside the SBA office, you have access to the per diem rates for a number of cities in the pdf labeled "Customary Cities Per Diem and Hotel Rates.”

The same pdf lists general hotel rates for frequently visited cities. We encourage all travelers to use a hotel recommended by the competition. By doing so, you may receive an additional fifty percent on top of the listed rates for hotels. This is called a conference rate. However, if you are not able to stay at a recommended hotel, you will only be reimbursed for the amount stated on the travel sheet.

If you rent a car to drive to your destination or one is necessary upon your arrival, you must save your rental receipts, proof of purchase, and toll receipts. We have entered into a contract with
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Enterprise. Accordingly, if you are leaving from the university or surrounding area and choose to rent a car, you must rent from Enterprise. You may go to any Enterprise dealer to arrange your car rental. If you need to rent a car at your destination, you are not required to use Enterprise.

V. Reimbursement Requirements

Within one week of returning from your competition, the team representative must contact Mike McKay (mmckay3@gmu.edu), our travel chair, to set up a time for the entire team to meet and complete the “Travel Reimbursement” form. (Mike will direct you to the website (travel.gmu.edu) with the form.) This should be done within one week after your return from the competition.

To be reimbursed for your trip, you must provide Mike McKay the below mentioned at this meeting and have all receipts taped (due to scanning issues, staples are not acceptable) on white copy paper in chronological order, each receipt having the date it occurred. Please complete this task before you arrive for this meeting.

Your itinerary, ticket costs, proof of purchase (credit/debit card statement or your itinerary will suffice if it shows your name and last four digits of your credit card), luggage check receipt (if applicable), boarding passes, car rental receipts, taxi fare receipts, meal receipts (itemized please), and anything else you believe warrants reimbursement must be taped on white copy paper.

VI. Budgeting

After filling out the “Extramural 2013-2014 Budget Request Form,” please electronically submit this form to Kelly Van Voorhis (kvanvoor87@gmail.com). She is the managing justice.