

Scholar Attendance Program – Annual Institute (AI66)

General Guidance for Scholar Students

The Rocky Mountain Mineral Law Foundation (RMMLF) Scholarship Recipient Attendance Program provides scholars the additional benefit of complimentary attendance at the Annual Institute following notification of their award or, if they are not able to attend the Annual Institute, they may attend a special institute in the U.S. within a year from scholarship notification.

Students who wish to attend the 66th Annual Institute in Monterey, CA, July 23-25, 2020, should contact the Foundation (jedwards@rmmlf.org), on or before June 1, 2020, and provide a proposed budget (see below), with a copy to their RMMLF Trustee. Students who attend the institute will:

- Enjoy waived registration fees;
- Receive the educational materials from the institute;
- Attend the hosted functions and the Mentor/Mentee Breakfast free of charge; and
- Receive reimbursement for allowable & pre-approved travel costs (see below).

Travel, hotel reservations, finding roommates, and any other arrangements are the responsibility of the students or school. The following are reimbursable expenses, if pre-approved:

- Airfare: Lowest minimum 14-day advance purchase, round-trip economy airfare (or mileage – see next page);
- Lodging: 3-night maximum, maximum USD \$166/room night per person, including taxes and fees;
- Ground transportation: Up to \$50 for round-trip transportation between airport & hotel.

Students from the same school or area should travel and room together where practicable. In all cases, **expenses must be pre-approved by the Foundation, and supported later by receipts.** Students traveling from outside the US will need a passport (valid for at least 6 months) to enter the US; students from other countries may also need a visa. Students should also contact the appropriate person at their law school to ensure the school is able to submit university-required travel authorizations in compliance with university policy in regards to student travel. **Students are expected to attend the institute sessions. Not covered:** Parking, meals, airline extra services (e.g., luggage, seat assignment, and pre-boarding fees), passport and visa fees, and other miscellaneous expenses.

Reimbursement of approved expenses will be made by check in US dollars after the institute or course directly to the student. It shall be the responsibility of students who receive financial support under these programs to determine if such support has tax implications or consequences for them. Student travel reimbursement recipients should consult a tax professional about the tax consequences of receiving travel expense reimbursements from the Foundation.

As a nonprofit organization, the Foundation holds down registration fees and other expenses to enable as many people as possible to benefit from the broad range of programs offered. Students are expected to minimize their expenses and any costs that can be absorbed by the students or other collaborators will be greatly appreciated.

To Request Reimbursement

AFTER the institute, students should send an email requesting reimbursement, together with the completed reimbursement request form, signed and dated, and scanned copies of all supporting receipts, clearly identified and labeled, to Deanna Crowe at dcrowe@rmmlf.org.



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Reimbursement Request Form for Travel and Accommodations

For requests covering more than one student, please complete one form per student.

STUDENT NAME: _____

SCHOOL: _____

INSTITUTE and DATES: _____

Dates of Arrival-Departure: _____

Transportation from _____ to _____

Transportation Type: (1) USD\$.20 x _____ miles plus necessary tolls = \$ _____ **OR**

(2) Lowest 14-day advance round-trip economy airfare = \$ _____

and airport shuttle, up to USD\$50 round-trip = \$ _____

Hotel + tax _____ # of nights* (3 max) x USD\$166/night max including tax & fees = \$ _____

(phone calls, meals, movies, laundry, & valet services are not covered.)

FINAL EXPENSES ===== \$ _____

Please issue the reimbursement check in the name of (name of student):

Please mail the reimbursement check to: (mailing address of student):
