



## Constituent Law School (CLS) Student Attendance Program

### General Guidance for Constituent Law Schools and Students

The Rocky Mountain Mineral Law Foundation (RMMLF) CLS Student Attendance Program supports the participation of deserving students in RMMLF institutes and select short courses. At present, RMMLF can make available up to \$3000 per calendar year for each of the Foundation's 34 CLS. Subject to space and funding availability, support under this program can include waived registration fees, course materials, and reimbursement of pre-approved expenses for transportation and accommodations.

To participate, these students will need the endorsement of their law school's RMMLF Trustee. This endorsement should be emailed to Jaleen Edwards, [jedwards@rmmlf.org](mailto:jedwards@rmmlf.org), together with an estimated attendance budget and a brief description of why the student deserves support.

The following expenses are **not** covered: parking, meals, airline extra services (e.g., luggage, seat assignment, and pre-boarding fees), car rental (unless pre-approved by RMMLF), and other miscellaneous expenses. Whenever practicable, students from the same school or area should travel and room together to economize. **Travel, hotel reservations, and any other arrangements are the responsibility of the students or school.** The number of nights covered for accommodations are typically: 2 for a Special Institute, 3 for the Annual Institute, and 4 or 5 for a Short Course (see attached for number of nights, conference hotel rates, and other guidance). In all cases, expenses need to be pre-approved by the CLS Trustee and the Foundation, and supported later by receipts. **Students are expected to attend the institute sessions.** Students should also contact the appropriate person at their law school prior to attending an institute or short courses to ensure the school is able to submit university-required travel authorizations and other paperwork in compliance with university policy in regards to student travel.

Upon approval of their attendance and budget, students will receive instructions on registering for the requested course.

**Reimbursement of approved expenses will be made after the institute or course directly to the student after all receipts are submitted to RMMLF. 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 not-for-profit 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. Consequently, students are expected to minimize their expenses and any costs that can be absorbed by the students, schools, or other collaborators will be greatly appreciated.

### To Request Reimbursement

**AFTER** the institute, students should send an email to Jaleen Edwards at [jedwards@rmmlf.org](mailto:jedwards@rmmlf.org) requesting reimbursement together with the completed, signed, and dated reimbursement request form, and scanned copies of all supporting receipts, clearly identified and labeled.



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## Reimbursement Request Form for Travel and Accommodations

See preceding page and program brochure for number of nights, conference hotel rates, and other guidance.

SCHOOL: \_\_\_\_\_

STUDENT/S: \_\_\_\_\_

INSTITUTE and DATES: \_\_\_\_\_

Dates of Arrival-Departure: \_\_\_\_\_

**Transportation** from \_\_\_\_\_ to \_\_\_\_\_

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

(2) Lowest 14-day advance round-trip economy airfare = \$ \_\_\_\_\_  
and airport shuttle, up to \$50 round-trip = \$ \_\_\_\_\_

**Hotel** + tax \_\_\_\_\_ # of nights\* x \$ \_\_\_\_\_/night max with tax & fees= \$ \_\_\_\_\_  
(phone calls, meals, movies, laundry, & valet services are not covered.)

\*typically 2 for a Special Institute, 3 for the Annual Institute, and 4 or 5 for a Short Course

**FINAL EXPENSES** ===== \$ \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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MINERAL LAW FOUNDATION

## Constituent Law School (CLS) Student Attendance Program

### Estimated Room Fees and Nights for Special Institutes for 2020

#### **Young Natural Resources Lawyers and Landmen Institute**

Oxford Hotel Denver  
March 2-3, 2020 - Denver, CO  
2 nights - \$199/night

#### **Financing Oil & Gas and Mining Acquisitions and Projects**

Sheraton Downtown Denver  
April 16-17, 2020 – Denver, CO  
2 nights - \$179/night

#### **Public Land Law, Regulation, and Management**

Eldorado Hotel Santa Fe  
May 7-8, 2020 – Santa Fe, NM  
2 nights – \$199/night

#### **Oil & Gas Agreement: Purchase and Sale Agreements**

Eldorado Hotel Santa Fe  
May 7-8, 2020 – Santa Fe, NM  
2 nights - \$199/night

#### **66<sup>th</sup> Annual Institute**

Little America Salt Lake  
July 23-25, 2020 – Salt Lake City  
3 nights - \$166/night

#### **Onshore Oil & Gas Pooling and Unitization**

Westin Westminster  
October 8-9, 2020 – Westminster, CO  
2 nights - \$209/night

#### **Annual Water Law Institute**

Manchester Grand Hyatt San Diego  
November 18-19, 2020 – San Diego, CA  
2 nights - \$249/night



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## Constituent Law School (CLS) Student Attendance Program

### Estimated Room Fees and Nights for Short Courses for 2020

#### **International Mining Law Short Course**

InterContinental Santiago

September 21-24, 2020 – Santiago – Chile

4 nights - \$170/night

#### **International Oil & Gas Law, Contracts, and Negotiations**

Westin Galleria Hotel

Part One – September 21-25, 2020 – Houston, Texas

Part Two – September 28 – October 4, 2020 – Houston, Texas

4 nights - \$209/night

#### **Oil & Gas Law Short Course**

Westin Galleria Houston

October 19-23, 2020 – Houston, Texas

4 nights - \$209/night