

SPLC Travel Expense Reimbursement Policy

(Effective January 2005)

The Student Press Law Center does not charge for its speakers. We do, however, require that our hosts pay for all reasonable travel expenses associated with the speaking event. (Note: For speaking arrangements made through Zenger Consulting, please see the reimbursement policy at <http://www.zengerconsulting.com/zcreimbpolicy.html>.)

Specifically, such expenses include:

1) Transportation costs to and from our Washington, DC, -area office, including, where necessary, local ground transportation to/from departure location and at destination.

Cost and convenience will be considered when choosing the method of travel. Depending on the length of trip, we generally adhere to the following:

One-way trips of less than 100 miles: We can usually use our personal vehicle, a taxi or local public transportation. Where we use a personal vehicle, our mileage reimbursement rate is 32¢ per mile.

One-way trips between 100 - 250 miles: Transportation options include: (a) rental car, (b) train or (c) air travel.

One-way trips in excess of 250 miles: Such trips are usually limited to air travel.

Where applicable, tolls en route and parking fees at the destination shall also be reimbursed.

Definitions:

Rental car: Compact car rental from a national car rental agency plus fuel charges. Since rental cars are charged by the day and sometimes also by the mile, the car may be rented the night before or returned the morning after the completion of the trip if it does not exceed the term of the rental.

Train: Roundtrip coach class travel from Union Station, Washington, D.C.

Air travel: Roundtrip coach class, economy fare travel on a regularly scheduled commercial flight from Washington, D.C. National Airport (DCA).

Ground Transportation: Transportation to and from airports (or train station, etc.) and SPLC office or destination hotel and/or event site. Transportation can include taxi, airport van service or rental car. A rental car will generally be selected when the mileage is prohibitive and will increase the cost of a taxi beyond that of a rental car. Alternatively, hosts may wish to pick up and return the speaker to the airport themselves.

Unless otherwise stipulated, transportation arrangements will be made by the SPLC.

2) Lodging expenses

Includes reimbursement for a single, non-shared hotel/motel room with a private bathroom for all nights in destination that are required because of speaking event or travel arrangements. Where applicable, the following hotel charges are also reimbursable: tax, hotel parking fees, telephone charges of up to \$5 per day. We do not expect hosts to reimburse the following charges: in-room movie/entertainment charges, mini-bar charges, hotel recreation or entertainment charges not included in standard hotel rate.

Unless otherwise stipulated, the host will make lodging arrangements. A reservation number as well as address and telephone number for the hotel should be provided to the speaker at least 72 hours prior to departure. Normally, the room charges should be billed directly to the host. If that is not possible, please be sure to notify the speaker that he should pay for the room and submit the bill along with other reimbursable travel expense receipts.

3) Food expenses

Can include meals, beverages and tips while traveling or at destination, not to exceed \$40 per day.

We are happy to work with you to find the least costly and most time-efficient method of travel and on request will provide the host with estimated travel expenses before purchase.

Receipts

The speaker will provide you with an itemized list of all reimbursable travel expenses, Receipts will be provided for expenses over \$25.

Payment

We request that you issue payment to the SPLC within ten business days of receiving the speaker's expense list. Payment should be made to the "Student Press Law Center" and mailed to the SPLC office at the address below.

Cancellation Policy

Once a request for an SPLC speaker has been accepted and confirmed, if you cancel or reschedule the event, you must notify the speaker immediately. You will be responsible for reimbursing the SPLC for any non-refundable travel expenses that we have reasonably incurred up to that point.

For questions, please contact us at:

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