**JD Grants Committee 2024-2025**

**Funding Request for Student Travel Awards**

*Form for 2024-2025 posted on the JD Grants webpage in July 2024*

Individual students, student organizations, and co-curricular activities should use this form to request funding for travel. If multiple students are going on the trip, one student should submit the form on behalf of the entire group.

All students should review the information in this form. Please share the competed form, along with the instructions on pages 1 – 4, with everyone who is going on the trip.

**Financial Aid Implications**

To comply with federal law, travel awards are processed as scholarships. Travel awards issued to students will not apply toward their outstanding balances, including segregated fee balances.

Federal regulations require that travel awards be included in students’ financial aid packages.

When students receive travel awards, the Office of Student Financial Aid (OSFA) recalculates the students’ financial aid packages for the academic year. Their federal loan eligibility for the year will be reduced by the amount of their travel award.

For students who are currently receiving financial aid (including scholarships, federal loans, grants, etc.) at or near their Cost of Attendance (COA), the travel award may cause their total financial aid to exceed their COA. If that happens, they may see a balance owed on their tuition account equivalent to the amount that they have been over-awarded. They will be responsible for paying any balance.

If students have questions about how a travel award will interact with their financial aid, they should contact Heidi Johnson, Assistant Director of Scholarships and Financial Aid, at heidi.johnson@wisc.edu. Students can see any changes to their financial aid packages and tuition accounts in the [Student Center](http://my.wisc.edu).

**Policies Affecting Travel Funding**

When planning a trip, note that, due to budget constraints, the JD Grants Committee:

* typically funds only one team traveling to an out-of-town competition,
* may not be able to provide funding for student coaches to travel with their team, and
* does not provide funding for events that are primarily social or networking.

**Requirement for first-year students who want to *participate* in a competition:**

First-year students may participate in competitions funded by the JD Grants Committee if they first discuss the effect of participation on their law school coursework with both:

(1) Lauren Devine, the Assistant Dean for Student Affairs, and

(2) the RSO’s faculty advisor, if any.

If this form requests travel awards for a competition, *and* if any first-year students are listed as participants, those students must discuss the impact on their coursework with both Lauren Devine and the RSO advisor *before* this funding request form is submitted to the JD Grants Committee.

**Deadlines**

The JD Grants Committee strictly enforces deadlines. Be sure to submit the funding request form before the deadline for your trip.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline** | **For 2024 Events** |  | **Deadline** | **For 2025 Events** |
| July 15, 2024 | on or after August 25 |  | Dec. 1, 2024 | on or after January 10 |
| Aug. 15, 2024 | on or after September 30 |  | Jan. 15, 2025 | on or after February 28 |
| Sept. 15, 2024 | on or after October 30 |  | Feb. 15, 2025 | on or after March 30 |
| Oct. 15, 2024 | on or after November 30 |  |  |  |

**Fundraising for Travel**

It is occasionally possible to find outside funding for travel. UW-Madison has very strict rules regarding fundraising and the use of UW trademarks. Student organizations must follow state laws regarding fundraising and charitable activities. If your organization is considering a fundraising activity, including selling merchandise or approaching law firms or other non-campus organizations/entities for support, you must consult *in advance* with the following staff for guidance and approval.

* Law firm and non-campus organization funding requests:

Jini Jasti, Associate Dean for External Affairs, at jini.jasti@wisc.edu

* All other fundraising activities, including selling branded merchandise or other items: Carlie Wiseley, Student Life & Engagement Manager, at carlie.wiseley@wisc.edu

For more information, see the document titled “Other Funding Sources for Student Events” on the JD Grants “Overview” webpage: <https://law.wisc.edu/current/jdgrants/overview.html>.

You can review some of the UW System policies and applicable state laws on the [Student Organization Resource & Policy Guide.](https://guide.cfli.wisc.edu/finances/) Please note that this guide is not comprehensive, and students should still consult one of the staff members listed above.

**Steps in the Travel Award Process**

1. Using this form, apply for funding for your trip. The form must be submitted by the appropriate JD Grants deadline. (See table above.) If more than one student is going on the trip, one student should submit the form on behalf of the entire group.
2. If the committee approves funding, you will receive a Decision Letter stating how much money has been approved for the trip. If more than one student is traveling, the letter will provide the amount for each student. The funds will be divided equally among all students unless indicated otherwise on this form.
3. Students will email their full legal name and university student ID number to Jennifer Gardner-Brokmeier, the Law School Accountant, at jennifer.gardner@wisc.edu. *You will not receive the money until you provide this information.* You must send your full legal name and ID number *every* time you receive a travel award. Because a travel award is part of your financial aid, sending the required information confirms that you want to receive the travel award.
4. Ms. Gardner-Brokmeier will send the students’ names, ID numbers, and the dollar amounts of the travel awards to the university Bursar’s Office. She will also send the date that the money can be dispersed. If the trip is 8 or fewer weeks away, the money will be dispersed as soon as possible. If the trip is more than 8 weeks away, the money will be dispersed approximately 8 weeks before students are scheduled to travel.
5. The Bursar’s Office will disperse the money to each student within a week of the designated date via whatever arrangement the student has on file (e.g., direct deposit to a bank account, check).
6. You will use the money to make travel arrangements.
7. When you return, submit the Attendance Report for Student Travel Awards. If more than one student went on the trip, then one student should submit the attendance report on behalf of the entire group. The report is due one week after the trip. It is available on the JD Grants “Forms” webpage, <https://law.wisc.edu/current/jdgrants/forms.html>.
8. If this event is a conference or similar educational event**,** then the participants must give a presentation about what they learned at the event. This presentation must be given *within four weeks* of the event. The presentation may be part of a regular meeting of a student organization or co-curricular activity, or it may be a separate meeting or event.

The presentation may be either in-person or virtual. For in-person events, the presentation shall be open to all members of the Law School community. For virtual events, the presentation shall be open to the Law School community to the extent possible. Report the date for the presentation on the attendance report.

**Consequences for Students Who Do Not Travel after Receiving an Award**

If you accept the travel award funds but do not go on the trip, the JD Grants Committee may decide to reverse your travel award.  Reversal of an award will result in a balance on your tuition account, in an amount equal to the travel award, that you will be required to repay. If you have made travel arrangements and cannot get a refund, then you must pay for the travel expenses as well as repay the travel award.  For example, if you purchase a non-refundable plane ticket but do not go on the trip, you will have to (1) pay for the plane ticket and (2) repay the travel award to the Bursar’s Office.

The committee may, in its discretion, decide not to reverse a travel award if the reason is unexpected and beyond the student’s control, such as the sudden onset of illness or a death in the family.  The committee would require documentation to explain the student’s decision not to travel.  On the other hand, the committee *will* reverse a travel award if, for example, the student misses the flight or decides not to go because of reasons within the student’s control.

**Contacts for Questions about Travel Awards**

* JD Grants process:
	+ Ryan Poe-Gavlinski, Chair, JD Grants Committee, ryan.poegavlinski@wisc.edu
	+ Mary Ann Polewski, committee member, maryann.polewski@wisc.edu
* Law School travel award administration and payment, UW Bursar’s Office, and

check payments for registration fees:

* + Jennifer Gardner-Brokmeier, Law School Accountant, jennifer.gardner@wisc.edu
* Financial aid:
	+ Heidi Johnson, Assistant Director of Scholarships and Financial Aid, heidi.johnson@wisc.edu
* Credit card payments for registration fees:
	+ Adam Bushcott, Main Office Manager, adam.bushcott@wisc.edu
* General student organization and co-curricular activity questions:
	+ Carlie Wiseley, Student Life & Engagement Manager, carlie.wiseley@wisc.edu

**\*\* Please delete these instructions before submitting this form. \*\***

**JD Grants Committee 2024-2025**

**Funding Request for Student Travel Awards**

*Form for 2024-2025 posted on the JD Grants webpage in July 2024*

**\*\* Email completed funding request form as a Word document**

**to** **jdgrants@law.wisc.edu****. \*\***

**Event Overview**

|  |  |
| --- | --- |
| Name of event: |  |
| If you are traveling on behalf of a student organization or co-curricular activity, list the group’s name and faculty advisor (if any): |  |
| Total cost of this trip: (Add registration fees plus Fleet vehicles costs plus all travel award expenses.) | Be sure to double-check all calculations. |
| Total amount requested for travel awards:(Subtract registration fees and Fleet vehicle costs from the number above.) | Be sure to double-check all calculations. |
| If you have received or will receive funding from other sources, list the source(s) and the amount(s): |  |
| Dates of departure and return: |  |
| Event location and distance from Madison: |  |
| Link to event website, if available: |  |
| Name of person who filled out this form and email address: |  |
| Date this form was submitted: |  |

**Student Information**

|  |  |
| --- | --- |
| Students who will be going on this trip (names, year in school, and email addresses):Also, identify anyone who is a coach. |  |
| Have the students who are going on this trip received a copy of the completed form including the instructions on pages 1 - 4? |  |
| If any students are receiving academic credit, list those students’ names and provide the name of the course, the instructor, and the number of credits: |  |
| If this trip is for a competition and if any 1L students are listed as participants, *have they met with the Assistant Dean of Student Affairs* to discuss the effect of participation on their law school coursework?  |  |
| If this trip is for a competition and if any 1L students are listed as participants, *have they met with the student organization’s advisor* (if there is one) to discuss the effect of participation on their law school coursework? |  |

**Expenses Paid Directly by the Law School**

Registration fees (if paid in advance) and Fleet vehicle costs are not included in travel awards because they are paid directly by the Law School. These costs are included in the total cost of the trip but are not included in the travel awards amounts.

**Registration Fees**

If the JD Grants Committee approves funding for the trip, the Law School will pay registration fees in advance for the entire group. If you get funding far enough in advance, the registration fee will not be included in the travel awards to individual student travelers.

* If the registration fee must be paid by check, contact Jennifer Gardner-Brokmeier, Law School Accountant, at jennifer.gardner@wisc.edu *at least six (6) weeks* before it is due to allow time for processing and mailing.
* If the fee can be paid by university credit card, contact Adam Bushcott, Main Office Manager, at adam.bushcott@wisc.edu *at least four (4) weeks* before it is due.
* Contact Jennifer or Adam to find out what documentation is required for paying the registration fee. As with all JD Grants expenses, a Business Purpose is required. See the Business Purpose document on the “Forms” webpage for information and examples.
* Request funding for competitions as early as possible because most of them have room for a limited number of teams. Register for a competition as soon as you have funding.

|  |  |
| --- | --- |
| Registration deadline:  |  |
| Has the registration fee already been paid? |  |
| Registration fee: Is it per person or for the whole group/team? |  |
| If there is an early registration deadline that qualifies for a discount, what is the early deadline and what is the discount? |  |
| If more than one student is going on the trip, which student traveler will be the contact person with Business Office personnel regarding the registration fee? List name and email address. |  |
| **Total cost for registration:** |  |

**Travel by University Fleet Vehicle**

University Fleet vehicles are the only mode of transportation that the Law School will pay directly. All other forms of transportation will be paid via travel awards. Fleet vehicles are the most cost-effective choice for trips greater than 300 miles round trip.

Request University Fleet vehicles at least *four* weeks in advance. All student and employee drivers must be pre-approved. Allow at least *four* weeks for Risk Management to process your application to drive a Fleet vehicle. To reserve a Fleet vehicle or to apply for driver authorization, go to <https://fleetportal.wi.gov/my.policy>.

See the instructions at <https://transportation.wisc.edu/fleet/fleet-reservation-info/>. For purposes of the instructions, form, and policies, assume that the word “employee” also includes students.

The application for the Vehicle Use Agreement (VUA) will time out if you take too long to complete it.  Have all required information handy when you start to fill it out, including your driver’s license.  Your “supervisor” for this purpose is Jennifer Gardner-Brokmeier, the Law School Accountant, jennifer.gardner@wisc.edu.  Use UA451000 for the UDDS.

If you have any questions or if Risk Management requests any other information, contact Jennifer Gardner-Brokmeier.

|  |  |
| --- | --- |
| Number and type of Fleet vehicle(s): |  |
| Estimated cost of the Fleet vehicle(s): |  |
| Estimated cost of gas for all Fleet vehicle(s): |  |
| **Total cost of all Fleet vehicle expenses:** |  |

Note: List parking and toll costs for Fleet vehicles in the “Transportation” section below.

**Expenses Included in Travel Awards**

**Transportation**

All forms of transportation except Fleet vehicles will be purchased via travel awards. You may use any mode and provider of transportation, and you may book your transportation through third-party sites.

The cost of each person’s plane, bus, and train tickets will be included in their travel award, along with costs for Ubers or taxis. In a few limited circumstances, one person may have different travel expenses than other travelers on the same trip. See the “Distribution of Trip Funds” section at the end of this form for an example.

|  |
| --- |
| **Transportation between Madison and the Event Location** |
| Include:* Mode of transportation (e.g., plane, rental car, personal car)
* Estimated cost of transportation
	+ For airfare, estimate cost for tickets purchased 5 to 6 weeks before the event.
	+ For a personal vehicle, estimate the cost at 67 cents per mile (current as of 1/1/24).
	+ If using a rental or personal car, multiple people should travel in the same vehicle.
* Auxiliary expenses and their cost (e.g., luggage fees (one bag per person), parking at airport, highway tolls). Include highway tolls for Fleet vehicles here.

Show how the costs were calculated. |
|  |
| **Transportation at the Event Location** |
| Include: * Mode of transportation (e.g., mass transit, taxi, Uber, rental or personal car)
* Estimated cost of transportation
* Auxiliary expenses and their cost (e.g., for rental and personal cars and Fleet vehicles, include parking expenses)

Show how the costs were calculated (e.g., estimated number of trips and cost per trip). |
|  |
| **Total cost of transportation included in Travel Awards:** |  |

**Lodging**

The cost of each person’s lodging will be included in their travel awards. If two people are sharing a room and one person pays the full hotel bill, then the second person must use their travel award funds to pay the first person for half of the bill.

Because you are receiving a travel award, you may arrange to stay in any lodging, and you may book your lodging through third-party sites. You will have to pay all applicable sales and occupancy taxes.

Absent special circumstances, two people should share a room whenever possible. Sharing rooms reduces trip costs, which may make funding for the trip more manageable within the committee’s limited budget. Single rooms may be appropriate in specific circumstances, such as a health issue that requires limited exposure to others.

If you believe you need a single room because of your circumstances, you can communicate that information privately to Assistant Dean Lauren Devine at lauren.devine@wisc.edu.

Absent special circumstances:

1. Teammates traveling to competitions should share rooms when they are the same gender/gender identity.
2. Students in a student organization who are traveling together to a conference or similar event should share rooms with other students of the same gender/gender identity.
3. Students traveling as individuals to a conference or similar event may be asked if they are willing to share a room with another individual of the same gender/gender identity. The committee may take their willingness to share a room into consideration when deciding how much funding to provide to the individual travelers.

|  |  |
| --- | --- |
| Name of lodging and address:  |  |
| Cost for one room for one night, including all taxes and fees: |  |
| Number of rooms: |  |
| Number of nights: |  |
| **Total cost of lodging:** (cost per room x number of rooms x number of nights) |  |

**Other Expenses**

Expenses other than transportation and lodging will generally *not* be funded. If you know about other expense(s) that you will incur on this trip, please list them below.

**\*\* Food and drink are *never* funded. \*\***

|  |  |
| --- | --- |
| Describe “other expense” #1 and what it will cost. Show how the cost was calculated. |  |
| Describe “other expense” #2 and what it will cost. Show how the cost was calculated. |  |
| Describe “other expense” #3 and what it will cost. Show how the cost was calculated. |  |
| **Total cost of other expenses:** |  |

**Purpose and Educational Value**

When deciding among competing funding requests, the committee members look closely at the answers to the following questions. If this trip is for a co-curricular activity, you do not need to fill out this section because this information was provided in the activity’s budget.

|  |  |
| --- | --- |
| What is the purpose of this event?  |  |
| If the trip involves members of a student organization, how does the event relate to the organization’s mission? |  |
| Describe the educational value of this event. How will this event benefit(1) the student traveler(s), (2) the student organization (if any), and (3) the Law School community?  |  |
| If the trip is a pro bono project, what will the travelers be doing? What sort of supervision will they have at the site?  |  |
| If the trip is a conference, will the travelers be participating in the event beyond attending? (e.g., representing a student organization in an official capacity? presenting at the conference? participating in a panel?) If “yes,” list the names of students and what each one will be doing. |  |

**Distribution of Trip Funds**

All students who are going on a trip must receive an award for their personal expenses. Because travel awards are treated as financial aid, students’ trip expenses must be included in their own financial aid record. Usually, the total cost of a trip will be divided equally among the student travelers. For example, if three students are going on a trip that costs $1,554 (not including the registration fee and Fleet vehicle), then each student will receive a travel award of $518.

If there are only small variations in expenses, then students should share costs via cash, check, or a peer-to-peer app. For example, if one person pays for a taxi or Uber ride, the other two travelers can pay their share out of their travel award funds.

Sometimes, one traveler will have higher expenses than the others. For example, if three students plan to travel in one person’s personal car, then the car owner will have higher expenses than the other two students. The car owner can request a larger travel award, or all three students can get equal awards, and then the two students who are riding along must pay the car owner for their share of the car costs from their travel award funds.

|  |  |
| --- | --- |
| **Total amount requested for travel awards:**Include transportation + lodging + other expenses.Do *not* include registration fees or Fleet vehicle costs here. |  |

On the following table, list the amount of the travel award for each student even if the total amount is being divided equally among them.

|  |  |  |
| --- | --- | --- |
| **Students’ names in alphabetical order** | **Amount for each travel award** | **Explain how expenses are being divided among the travelers if the money is not divided equally.** |
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