

University of Pennsylvania Law School

Supreme Court Clinic

Policy on Reimbursing Necessary Student Travel Expenses

The University of Pennsylvania Law School will largely reimburse students enrolled in the Supreme Court Clinic for 90% of necessary travel expenses to and from Washington, D.C., subject to the following conditions and provisions:

Travel to and from Washington, D.C.: Students are encouraged to attend oral argument in the U.S. Supreme Court in every case on which the Clinic works, plus occasional meetings with the Solicitor General's Office and the Paul, Hastings Law Firm. Students may be reimbursed for attending a maximum of two moot courts at the Georgetown Supreme Court Institute; they are welcome to attend more at their own expense.

All students are encouraged to travel to Washington D.C. by Amtrak trains that run frequently from 30th Street Station in Philadelphia to Union Station in Washington DC, or by the BoltBuses or Megabuses that travel from just outside 30th Street Station to just outside Union Station. Students may also be reimbursed at the IRS business mileage rate for actual miles driven plus tolls and parking for driving a personal automobile to and from Washington, D.C., provided that they carry an average of more than two other Clinic members (not including the driver) on the way to and from Washington.

As for Amtrak travel, the Clinic will reimburse students only for travel on regular / Northeast Regional Amtrak trains, not Acela Express trains. Students are strongly encouraged to buy tickets as early as possible, since Amtrak fares are generally less expensive two weeks or more before travel, and they may steadily rise in price as the date of travel approaches. Students are eligible for Student Advantage student discount fares, which lower the cost of round-trip travel and require a minimum of three days' advance purchase. Students must purchase a Student Advantage / discount membership and obtain discounted fares because they will be reimbursed only for the amount of discounted fares. See <http://www.studentadvantage.com/content/?id=1016> for more information on the Student Advantage card. Any changes to the reservation within three days of travel will result in loss of the student discount.

Upon arrival in Washington's Union Station, students may either walk to the Supreme Court (about 10 minutes away) or, if the weather is bad, take a taxi. Moot courts at the Georgetown Supreme Court Institute are an easy walk from Union Station. For meetings at the Department of Justice or the Paul Hastings firm,

students will be reimbursed for taxi or subway travel. Note that transportation from home or school to or from 30th Street Station is not reimbursable.

The Clinic will not reimburse meal or overnight-accommodation expenses (except in rare cases with specific prior authorization), but students who are willing to stay with friends or family in the area are welcome to travel down to Washington the day before any oral arguments or meetings.

Reimbursement Rates: The Clinic will reimburse enrolled students for 90% of necessary travel costs incurred in accordance with this policy; students shall be responsible for the remaining 10%. Overall reimbursements shall be capped at \$500 per student per academic year. Any student who will experience an undue hardship that would adversely affect his learning experience in the Clinic may apply for a scholarship to cover the 10% student share.

How to be Reimbursed: There are steps that should be taken prior to incurring expenses, including setting up your direct deposit and submitting your PennID and basic information to set you up in the electronic reimbursement system. Detailed instructions on how to be reimbursed for University approved expenses can be found at the Business Affairs website (<https://www.law.upenn.edu/administration/businessaffairs/>).

Questions: If you have any questions about this policy or reimbursement, contact Professor Bibas at stephanos.bibas@gmail.com or 215 746-2297.