**JD Grants Committee 2023-2024**

**Funding Request for Student Travel Awards**

*Updated form for 2023-2024 posted on the JD Grants webpage in February 2024*

**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 you receive a travel award, the Office of Student Financial Aid (OSFA) will recalculate your financial aid package for the academic year. Your federal loan eligibility for this year will be reduced by the amount of the travel award.

If you currently receive financial aid (including scholarships, federal loans, grants, etc.) at or near your Cost of Attendance (COA), the travel award may cause your total financial aid to exceed your COA. If that happens, you may see a balance owed on your tuition account equivalent to the amount that you have been over-awarded. You will be responsible for paying any balance. You can see any changes to your financial aid package and your tuition account in your [Student Center](http://my.wisc.edu).

If you have questions about how a travel award will interact with your financial aid, please contact Lori Hickman, the Director for Scholarship Administration and Recruitment, at [lori.hickman@wisc.edu](mailto:lori.hickman@wisc.edu).

**Policies Limiting Travel Funding**

For planning purposes, 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.

First-year students may participate in competitions funded by the JD Grants Committee if they first consult with the Assistant Dean for Student Affairs to discuss their participation.  The Assistant Dean’s duties include meeting with 1L students concerning academic load considerations.

In addition, the Assistant Dean is responsible for deciding when 1L students may register for courses outside of the regular first-year curriculum.  If a credit-bearing course is created for students participating in the competition, the Assistant Dean has the authority to authorize 1L team members to enroll.

If you are a first-year student who is considering participating in a competition, please contact Lauren Devine, the Assistant Dean for Student Affairs, at [lauren.devine@wisc.edu](mailto:lauren.devine@wisc.edu).

**Deadlines**

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

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| --- | --- | --- | --- | --- |
| **Deadline** | **For 2023 Events** |  | **Deadline** | **For 2024 Events** |
| July 15, 2023 | on or after August 30  (and for 2023-2024 budgets) |  | Dec. 1, 2023 | on or after January 15 |
| Aug. 15, 2023 | on or after September 30 |  | Feb. 1, 2024 | on or after March 15 |
| Sept. 15, 2023 | on or after October 30 |  | March 1, 2024 | on or after April 15 |
| Oct. 15, 2023 | on or after November 20 |  |  |  |

**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](mailto: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 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.

**Contacts for questions about travel awards:**

* JD Grants process:
  + Ryan Poe-Gavlinski, Chair, JD Grants Committee, [ryan.poegavlinski@wisc.edu](mailto:ryan.poegavlinski@wisc.edu)
  + Mary Ann Polewski, committee member, [maryann.polewski@wisc.edu](mailto:maryann.polewski@wisc.edu)
* Travel awards administration and payment: Jennifer Gardner-Brokmeier, Law School Accountant, [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu)
* Financial aid: Lori Hickman, Director for Scholarship Administration and Recruitment, [lori.hickman@wisc.edu](mailto:lori.hickman@wisc.edu)
* Credit card payments for registration fees: Adam Bushcott, Main Office Manager, [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu)

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

**JD Grants Committee 2023-2024**

**Funding Request for Student Travel Awards**

*Updated form for 2023-2024 posted on the JD Grants webpage in February 2024*

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

**to** [**jdgrants@law.wisc.edu**](mailto: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. |
| Dates of departure and return: |  |
| Event location and distance from Madison: |  |
| Link to event website, if available: |  |
| Students who will be going on this trip (names, year in school, and email addresses):  (Also, identify anyone who is a coach.) |  |
| Name of person who filled out this form and email address (if not listed above): |  |
| Date this form was completed or submitted: |  |
| If students are receiving academic credit, provide the name of the course, the instructor, and the number of credits: |  |
| If you have received or will receive funding from other sources, list the source(s) and the amount(s): |  |

**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](mailto: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](mailto: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.
* 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](mailto: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 award. 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.

To reduce costs and be careful stewards of university funds, two people should share a room whenever possible.

*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 they 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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