

## **Constituent Law School (CLS) Scholarship Recipient Student Travel Reimbursement Program**

### **General Guidance for Students**

The Foundation for Natural Resources and Energy Law (Foundation) CLS Student Attendance Program supports the participation of deserving scholarship winners in Foundation institutes and select short courses in the year(s) they receive their scholarship. Subject to space and funding availability, support under this program can include waived registration fees, institute or course materials, and reimbursement of pre-approved expenses for transportation and accommodations.

To participate, students will need to complete and submit the Constituent Law School (CLS) Scholarship Winner Student Travel Reimbursement Application.

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 the Foundation), 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 the program brochure 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 regarding student travel.

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

Reimbursement of approved expenses will be made after the institute or course directly to the student after all receipts are submitted to the Foundation and the student has completed the Student Travel Reimbursement Request form. 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.

### **Instructions for the Applicant**

- 1. You must complete all parts of the Constituent Law School (CLS) Scholarship Recipient Student Travel Reimbursement Program application. A handwritten application will not be accepted.**
- 2. Your application must be received no later than one (1) month before the institute or short course you are applying to attend. The Foundation cannot guarantee that incomplete applications or applications received past the required date will be considered.**
- 3. You will be notified via email as soon as a decision is made on your application. Should you change your email address, it is your responsibility to notify the Foundation of such change. The Foundation will not be responsible for communications sent to an email address that is erroneous due to lack of such notification.**

## **To Request Reimbursement**

**AFTER the Institute or Short Course, students will be emailed a link to the Student Travel Reimbursement Request form. This form should be submitted and scanned copies of all supporting receipts, clearly identified and labeled should be sent to [studenttravel@fnrel.org](mailto:studenttravel@fnrel.org).**