

UCI Law Admitted Students Weekend (ASW) 2024 - April 5 and April 6

Travel Stipend Information

Choosing which law school to attend is an important decision. When narrowing down your choice, it's important to visit schools and immerse yourself in the community to see if it's the right fit. To facilitate your visit, we have dedicated resources to help defray some of the travel costs you will incur by participating.

Eligibility Requirements

To receive a travel stipend, you must meet these **three** eligibility requirements:

Be admitted to the UCI
Law Fall 2024
J.D. Program.

Travel more than 75
miles roundtrip.

Participate in at least one
full day of UCI Law ASW
programming.

1. You must be admitted for the **Fall 2024** JD program at UCI Law.
2. The distance traveled must be greater than 75 miles round trip according to default Google Maps route. Distance will be determined by the current address on your admissions application to the address of the Law School.
3. Participants must attend at least 24 hours of Admitted Students Weekend (e.g., if you arrive at Noon on Friday, you must stay through Noon on Saturday). ASW is a multi-day event, and we recognize that some students might not be able to attend all of it; however, to receive a stipend, you must attend no less than 24 continuous hours.

Amount of Stipend

A travel stipend may be used to reimburse your travel expenses used to attend UCI Law's Admitted Student's Weekend. Eligible expenses include airfare, lodging, or ground transportation/mileage. The amount of the stipend will depend on the distance traveled.

- For distances between 75-150 miles, you will receive up to **\$100** to cover approved travel costs.
- For distances greater than 150 miles, you will receive up to **\$300** to cover approved travel costs.

Applying for a Travel Stipend

There are two phases for requesting and receiving an ASW travel stipend – the pre-authorization phase and the reimbursement phase. The first is to apply for and receive a pre-authorization, which must be done prior to ASW. To apply for pre-authorization, please follow these two steps:



Register
for ASW



Submit
Pre-Authorization Form

UCI Law Admitted Students Weekend (ASW) 2024 - April 5 and April 6 Travel Stipend Information

For optimal planning, pre-authorization forms should be submitted by **March 25, 2024**. Responses to pre-authorization requests will begin the week of **Monday, March 11, 2024**. Thereafter, responses will be sent within five (5) business days of submission of the form. We strongly encourage you to keep an accurate record of your expenses and you are required to save all your receipts.

Applying For and Receiving a Reimbursement

The second phase for receiving an ASW travel stipend is to apply for reimbursement. Applying for a reimbursement takes place **after** ASW. To do this, you must:

- **Submit all receipts to UCI Law no later than April 19, 2024.**

Although this is a stipend, we must go through the University reimbursement process. Therefore, we can only provide stipend funds for actual travel costs that are verified with receipts. You are responsible for familiarizing yourself with the reimbursement process and meeting all requirements and deadlines.

- Submit your receipts to UCI Law no later than **5:00 p.m. PT on Friday, April 19, 2024**.
- All receipts must be sent as a PDF attachment via email. Receipts can be sent to Paulina Fuster at pfuster@law.uci.edu.
- After final approval, you will be required to certify your expenses. Request for certification will come from Paulina Fuster at pfuster@law.uci.edu.
- Final approval will come after submission of your receipts and verification of your participation.
- It may take up to 5-6 weeks for you to receive your check. It will be sent to the address provided on your law school application.

Booking Travel

You are responsible for providing all required documentation and receipts by the deadline. Failure to do so will delay and possibly prevent receipt of stipend funds. Travel stipends are provided to fund your travel - it **cannot** be applied to expenses incurred by your family and/or co-decision maker. **Note, UCI cannot reimburse expenses made through third party vendors such as Kayak or Travelocity.**

Air Travel

If submitting receipts for air travel, please keep in mind the following:

- Your receipt/confirmation must include your name, total cost, airline ticket number, travel dates that coincide with ASW, and total amount paid.
- Book directly through airlines and not with third party websites such as Expedia or Travelocity.

Lodging

If submitting receipts for lodging, please keep in mind the following:

- There are several hotels in the greater Irvine area that offer reasonable rates. Note: You are limited to the approved reimbursement amount from this policy regardless of the amount on that page; however, room rate per night cannot exceed the UC reimbursement guideline of \$275 per night.
- UCI discounted hotel rates: <https://www.accounting.uci.edu/travel/resources/hotels.html>
- Eligible expenses include the cost of the room and associated taxes.
- Traditional hotels and Airbnb are eligible for the stipend.
- Only stays that occur locally in between Thursday, April 4 (check-in) to Sunday, April 7 (check-out) will be considered for the stipend, any other nights are the sole responsibility of the traveler.
- Any original hotel-generated folio/receipt showing the admitted student as the guest responsible for the charges and with a balance of zero is required (please ask for a digital/emailed receipt; photocopies are not acceptable).
- Incidental charges such as meals, internet, non-UCI parking, etc. are **not** eligible for the stipend.
- **The University of California does not reimburse hotel charges made through third party vendors such as Travelocity, Hotels.com, Expedia, etc.**

Ground Transportation

If submitting receipts for ground transportation, please keep in mind the following:

- Lyft/Uber to/from the airport/hotel/campus related to ASW are eligible for the stipend.
- Based on the criteria above and the use of your own personal car, the stipend can cover mileage at the current federal range of **67 cents** per mile driven. If you are driving to attend ASW, UCI Law will cover the cost of your parking on campus by reserving a permit for you based on your ASW registration.

Use of Travel Reward Programs

The stipend does not apply for the “value” (perceived or actual) of any travel loyalty program points, benefits, or frequent flier mileage used in conjunction with your travel to ASW.