

## STUDENT ADDENDUM TO TRAVEL POLICIES

For many of you, traveling with a Baylor Law School advocacy team, or other business-related Law School group, will be your first experience traveling on the “company expense account.” For that reason, we provide you with some thoughts and basic guidelines to help you develop habits consistent with the expectations of your future employers and clients.

It’s easy to forget when traveling on an expense account that you are spending your employer’s or client’s money. That employer or client expects you to exercise the same good judgment when spending his/her money as you would if it were your own. The judgment you exercise can leave an early and lasting impression of your professionalism upon faculty members and employers, as well as classmates.

An expense account is not an invitation to upgrade your lifestyle. Instead, it’s an accommodation that recognizes there are costs associated with your service to the client that you would not incur on your own. For example, the client understands that while traveling you will eat in restaurants rather than cook at home or pickup fast food-even though the cost will be substantially more. At the same time, the client expects that you will not order the most expensive item on the menu just because someone else is paying for it. Your clients (and your employer) will review your requests for reimbursement and assess your exercise of judgment in this context in much the same way they will assess your exercise of judgment in handling any assignment, hearing, or trial.

In practice, you can avoid having your judgment questioned by applying a “Golden Rule” for expense accounts. Ask yourself, for example, whether you would order the same meal if you were paying for it rather than the client. Of course, the answer a law student would give to that question is very different than the answer an associate with a law firm would give. So as a law student, we would rephrase our Golden Rule and ask “if I were in practice and I could afford to order that dinner, would I consider it a wise use of my (hard-earned) money?”

When traveling, here are some additional thoughts to keep in mind:

1. **Baylor requires itemized receipts for all meals (including meals in hotel restaurants that you may charge to your room). Baylor will reimburse breakfast, lunch and dinner expenses up to an average of \$45 per day.** A meal ordered through room service costs significantly more than the same meal served in the hotel restaurant. Structure your activities so you have time to eat in a restaurant or pick it up to take it to your room. Room service charges will not be reimbursed unless the student documents a valid reason that it was unavoidable.
2. **Baylor will not reimburse for snacks in between meals.** We suggest you take your own snacks or stop at the local store and purchase snacks and drinks for a more reasonable price than those charged for candy and sodas in the mini-refrigerators in the hotel rooms.
3. **It is a violation of Baylor University’s Policy Statement on Alcohol and Other Drugs “for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus.” You should not drink alcoholic beverages when you are representing Baylor at law school-related events.**
4. Taxis are expensive. If your activity is only a couple of blocks away from your hotel, please consider whether a taxi fare is justifiable. With that said, we do not expect you to walk even a couple of blocks dressed in suits and carrying significant items. If several are going to the same location, you should car pool or share a taxi as efficiently as reasonably possible. Before taking a taxi to a restaurant that is a significant distance, you should consider whether acceptable dining options are nearby.

5. Use of your personal car will be reimbursed at the annually approved rate per mile based upon the "Official State Mileage Guide." The least expensive parking arrangement should be used for your personal car as well as rentals unless safety is a concern.
6. Baylor will reimburse you the fee for checking one bag when flying. You must keep your receipt and submit it.
7. Travel and entertainment expenses for a spouse, relative or invited guest are considered personal expenses and will not be reimbursed by the University unless there is a valid, documented, pre-approved business purpose for the University to incur the expenses.
8. Baylor will reimburse for hotel wi-fi costs if such use is necessary for competition purposes. Laundry and other personal expenses (movies, long-distance phone calls, etc.) will not be reimbursed.

We are educating you and training you to be professionals. An important aspect of being a professional is putting the interests of your employer/client above any personal interests. Thank you for abiding by this principle in your responsible use of Law School resources. We have an obligation to justifiably use our resources similar to a lawyer's obligation to wisely use clients' funds.