I. INTRODUCTION
As student leaders of the 40+ student organizations here at Richmond Law, you are a vital part of life on campus. This handbook is a resource intended to support your work. We’ve included guidelines for event planning, as well as some important Law School and University requirements. The most current listing of all active law school groups and their officers is available on Blackboard.

If you have any questions about the materials covered in this handbook, please contact Associate Dean Kris Henderson at 289-8895 or khender3@richmond.edu. We are here to help you make your organizations as successful as possible!

II. STUDENT ORGANIZATION REQUIREMENTS
In order to be recognized as an official Law School Student Organization, each group must:

1. Have a faculty advisor;
2. Have a “critical mass” of students interested in the group – generally translated into 10 or more potential members;
3. Have one designated main leader and one budget officer;
4. Have a current set of by-laws on file with Dean Henderson.

Main Leader
His or her primary responsibility is to serve as the liaison to the Dean’s Office, the Alumni and Development Office, and to the general public. He or she is required to provide contact information so that prospective students, alumni, or the general public can submit inquiries regarding the organization or an upcoming event.

Budget Officer
The budget officer is responsible for following the Student Bar Association’s funding procedures (available at www.richmondsba.com) as well as the financial procedures outlined in Appendix A, and for keeping track of all the organization’s expenses, reimbursements, and balances. Contact Courtney Fain with any questions (289-8895).

III. STUDENT ORGANIZATION INFORMATION & MAIL

- The Dean’s Office section on Blackboard contains a wealth of information, such as schedules, lists, and policies. Please use Blackboard as a reference and check it frequently.
- Hard copy mail for student organizations will be placed in the appropriate cubby in the DownUnder. Please be sure to check your organization’s cubby frequently.
- The postage meter is located in Room 221. In order to use it, you will need your organization’s account number. If you don’t have that information, please contact Courtney Fain.
- All student organizations should have a description posted on the law school website: http://law.richmond.edu/students/organizations.html. The president of each organization should contact Emily Cherry to update your organization’s contact info on the page: echerry@richmond.edu.


IV. STUDENT ORGANIZATION OFFICES
There are six student organizations with private offices:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of Global Law &amp; Business (Global)</td>
<td>287-6639</td>
<td>302</td>
</tr>
<tr>
<td>Journal of Law &amp; Public Interest (JOLPI)</td>
<td>289-8212</td>
<td>312</td>
</tr>
<tr>
<td>Journal of Law &amp; Technology (JOLT)</td>
<td>289-8202</td>
<td>233</td>
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<tr>
<td>Law Review</td>
<td>289-8216</td>
<td>301</td>
</tr>
<tr>
<td>Moot Court</td>
<td>289-8215</td>
<td>303</td>
</tr>
<tr>
<td>Trial Advocacy Board</td>
<td>287-6435</td>
<td>304</td>
</tr>
</tbody>
</table>

A. Keys. If your organization is listed above and you don’t have a key yet, please come to the Dean’s Office with your request. Please remember to return keys at the end of the year.

B. Audix/Voice Mail. Directions: Dial 8999. Enter extension and pound sign. Enter password (default is extension with a 0 added) and # sign. To administer personal greetings, press 3. Follow prompts to record your organization’s greeting.

The remainder of the student organizations have lockers, located on the third floor, down the hall from Room 304. Information on lock combinations can be found on the lock itself. The Dean’s Office is available for questions.

V. EVENT PLANNING & TIMELINE

Key Information
For every event, please visit our Event Planning Page (http://law.richmond.edu/about/events/index.html) to do the following:

• Submit a Space Request (EMS) Form (to include details on time, location, number attendees, catering needs, room setup, and audio-visual needs)
• Submit the Publicize an Event Form

Event Planning Timeline

Initial Planning
• Consider what your goal for the event is.
• Consider the best format for the event (panel or single speaker, lunchtime or evening, etc.).
• Consider co-sponsorship opportunities with other groups.
• Consider Mandatory Continuing Legal Education (MCLE) credit opportunities. Assoc. Dean Kristine Henderson can help with any MCLE questions.
Budgeting

- Create a detailed budget, including speaker fees and other potential expenses (airfare, hotel, food, gas, etc.).
  - Remain within your approved budget and contact the Dean’s Office for approval of any changes.
- Arrange for cash advances if needed to pay vendors prior to or on the day of the event. (See Appendix A for procedures.)
- Reminders:
  - In order to receive reimbursement, you will need to turn in all receipts. Remember to collect all receipts from guests and for caterer payments. Submit original receipts for reimbursements.
  - In order to reimburse your speakers for travel, we will need their full name, home address, phone number, and e-mail.
- If your organization has a Student Organization Credit Card, you may use it for event-related purposes. Please see Addendum A for more details on the credit card training and usage guidelines.
- All budget-related inquiries should be submitted to Courtney Fain. See Appendix A for more information.

As Early as Possible

- Choose a date and submit the space request through EMS (Event Management Systems) or directly with Courtney Fain (http://law.richmond.edu/about/events/index.html).
  - Include information on number of people attending, catering needs, AV needs, set-up, etc.
  - Check for conflicts with other events.

Eight Weeks Prior

- Decide on your food/catering needs:
  - U-Catering/D-Hall
    - Provide number of attendees, type of service, alcohol service, and extra set-up needs in EMS request to Courtney.
    - No need to file food waivers or ABC licenses.
  - Outside Caterer
    - Select an approved vendor from this list: http://dining.richmond.edu/common/approvedvendorslist.pdf. Consult with Courtney Fain if you have questions.
    - Provide caterer name, number of attendees, type of service, alcohol service, and extra set-up needs in EMS request to Courtney.
    - If you’ll serve alcohol, you must file a copy of the caterer’s ABC license with Courtney Turnbull in the Richmond College Dean’s Office (ckos@richmond.edu), and keep a copy on hand during the event. See the Alcohol Policy in Section VIII for more info.
  - Provide Your Own Food
    - Provide number of attendees, type of service, alcohol service, and extra set-up needs in EMS request to Courtney Fain.
Submit food waiver (http://events.richmond.edu/events/food-beverage-guide/food-waiver.html) to Angela Scott, ascott@richmond.edu.

If you'll serve alcohol, you must apply for one-day banquet ABC license: https://www.abc.virginia.gov/licenses/get-a-license/banquet. File a copy of the ABC license with Courtney Turnbull in the Richmond College Dean’s Office (ckos@richmond.edu), and keep a copy on hand during the event. See the Alcohol Policy in Section VIII for more info.

- Submit a “Publicize an Event Form” to add your event to the Richmond Law calendar. We will use the calendar to populate e-mail newsletters to students, as well as the social media channels. Visit http://law.richmond.edu/about/events/index.html.
- Consider other ways to publicize an event, including:
  - Inviting alumni as guests (contact Emily Cherry for assistance)
  - Inviting external audiences, e.g. purchased mailing lists from the Virginia State Bar
  - Flyers and posters (contact Emily Cherry for assistance)
  - Digital Flyers (see Event Publicity section)
  - e-Mail Blasts (see Event Publicity section)
  - SpiderBytes (https://wwws.richmond.edu/spiderbytes/)
- If you want to invite any special guests (judges, Board of Trustees members, etc.), please consult with Dean Henderson.
- Provide outline/talking points to your speakers.
- Assist speakers with travel arrangements. You can pay your speaker upfront, or issue reimbursements. Coordinate either arrangement with the Dean’s Office. See Appendix A for more details.
- Request photos and bios of speakers for your publicity and for introductions.
- Contact Natalia Green (ngreen@richmond.edu) in Parking Services to reserve a parking lot. Courtney Fain can assist in this request.
- Ask speakers/special guests if they have any special dietary needs, and communicate those needs to the caterer.
- If event is a named lecture, be sure to personally invite the donor. Notify Emily Cherry and Karen Thornton in the Dean’s Office, as well.
- Consider what gifts you would like to provide for the speakers.
- Contact Dean Perdue if you would like to request that she introduce your speaker(s).

**Six Weeks Prior**

- Work with Emily Cherry and Courtney Fain on publicity (social media, electronic monitors, posters, mailings, etc.)
- Submit necessary materials for MCLE to Dean Henderson.
- Once MCLE credit is received, update advertising and website (consult with Emily Cherry).
- For photo arrangements, contact Emily Cherry or Carl Hamm to see if they’d be available to take some pictures.
- If you’d like to have your event filmed, contact Carl Hamm to make arrangements.
- Make sure that you have a signed release form for any photography or video (see Appendix C).
Two Weeks Prior:
- Arrange for someone to pick up speakers at airport/train station if arriving from out of town. If driving, provide speakers with parking passes (obtained from the Dean’s Office).
- Arrange for name tags for all attendees.
- Arrange for table tents (name labels) for speakers.
- Prepare website with materials (if MCLE need to distribute URL). Contact Emily Cherry if you need assistance.
- Create and print day-of program.
- Identify roles of all volunteers and train if necessary.
- Create a day-of timeline and assignments: who will be introducing speakers, who will be escorting speakers, etc.
- Contract University Police Department if security is needed.

One Week Prior:
- Contact the Police Department for cones if you want to reserve space in the parking lot.
- Send speakers/attendees directions via e-mail.
- Request guest wireless access for guest day of event (contact Kim Edwards).
- Request parking directional signs from the Print Shop.
- Confirm travel details with all speakers and any outstanding needs they might have.
- Print attendee list.
- If you’ll be taping or photographing the event, make sure any signed release forms have been submitted, and are on file with Emily Cherry.

Day Before Event
- Stop by the Dean’s Office to sign out any keys that you need.
- Provide welcome material at hotel for the speaker (program agenda, directions).

Day of Event
- Make sure that water is provided for speakers.
- If a meal is served, be sure to have someone gather food for your speakers.
- Place parking directional signs in strategic locations indicating the appropriate parking lot.

After Event
- Return any keys to the Dean’s Office.
- Write and e-mail thank you letters to speakers; use this as an opportunity to request final expenses and receipts.
- Conduct a post-event evaluation with your Board. Include: important contact names and information, total attendance, makeup of attendees, the best thing about the program, things you would have done differently, recommendations for repeating a similar program in the future, and important evaluation comments from participants.
VI. Event Publicity
When you submit an event to the Publicize an Event Form (http://law.richmond.edu/about/events/index.html), it will be included in the following outlets. Submissions must be received by 9 a.m. the day prior to distribution. There will be no need to re-submit your information for the various publications (unless there is a change).

Online Calendar
The University and the Law School maintain an up-to-date calendar listing. Submissions to the Publicize an Event Form are added to the calendar: http://calendar.richmond.edu/search.html?tag=law.

The Docket
An e-mail newsletter distributed each Tuesday and Thursday morning; contains a list of events arranged by week with links for more information (unless a link to a Facebook event, event webpage or registration, etc. is provided, the link will be to the event description and details on calendar.richmond.edu). Submit your publicity request form one day prior to the announcement to be included in the next e-newsletter.

This Week at Richmond Law
An e-mail newsletter distributed each Saturday; contains a detailed list of the events happening during the upcoming week (each listing contains the event title, date, time, location, brief description, and contact name or website).

Facebook & Twitter
We'll publicize all student organization events via social media when appropriate, via Facebook (http://facebook.com/urlawschool) and Twitter (http://twitter.com/urlawschool).

Digital Flyers
You may submit a digital flyer (d-flyer) for display on the monitors by sending an e-mail to Courtney Fain. A template is available on Blackboard under Dean’s Office. Use a standard PowerPoint slide (16:9 ratio). If you’re using a design program, the slide should be 1280x720 pixels.
- Minimize text – a dozen words or less is ideal.
- Keep fonts large and easy to read.
- Save as a JPG.

Print Flyers
Student organizations are still encouraged to post flyers on the “events” bulletin board in the hallway leading to the library. Contact Emily Cherry if you’d like design assistance.

Limited Email Blasts
Each student organization will be permitted one e-mail blast per semester. We expect that most groups will use this message as an announcement or reminder about an upcoming event, but if you want to use it to announce your new leadership team or wish everyone luck on finals, that’s fine with us.
VII. Websites, Social Media, and Communications

General Information & Strategy
- We’re available for communications consultation on any student programming. Contact Emily Cherry (287-1855, echerry@richmond.edu) to discuss ideas for publicity and design, or to brainstorm different ways to approach communications strategy around a particular event or program.

Publicizing Events
- Submitting an event through the “Publicize an Event” form (http://law.richmond.edu/about/events/index.html) will add it to the web calendar. We’ll use the web calendar to generate content for publicity through social media, including Facebook and Twitter.
- For large-scale events, we’ll set up a meeting to discuss extra communications efforts, including invitations to the wider community, potential media, and public calendar placements, etc.

Print Materials
- If you’d like to produce flyers, brochures, or postcards, feel free to consult with Emily Cherry on design. You’re welcome to design flyers yourself, as well. Keep the following tips in mind for design:
  o Keep it simple.
  o Don’t forget the basics, including date and location.
  o Use the fewest words possible to convey a compelling message.
  o Avoid cheesy clipart at all costs!
  o Also avoid copyright-protected images that you find online.
  o White space is your friend.
- To request a high-resolution copy of the law school logo or emblem (window with the scales of justice), contact Emily Cherry.

Websites and Social Media
- Before creating a website or a social media channel for your student organization, consider the following:
  o What is the goal/purpose?
  o Who will be in charge of maintaining content with regular frequency? A good rule of thumb is that Twitter/Instagram need to be updated daily, Facebook needs to be updated weekly (minimum), and a website needs to be updated monthly (minimum).
  o If you’re looking for an online home to list some basic, static info about your organization, the law school website can host an organization page for you.
  o Before starting any website or social media channel, consider how the site will be maintained after you graduate. Make plans to transition the site or channel to incoming students.
  o When it comes to social media, common sense rules. Keep these tips in mind:
    - Refrain from posting inflammatory, hurtful, or untrue content.
    - Obtain a written permission form before posting any photos of visitors or guests (Appendix C). File a copy of the form with the communications office.
    - Tone of voice does not always translate well via social media, so use humor carefully and thoughtfully.
Feel free to delete comments that contain inappropriate or hateful language, or that are threatening in any way. Take a screenshot of the post before deleting it, and send that screenshot to the communications office. If you aren’t sure how to engage with a commenter on social media, consult with Emily Cherry.

- For any social media accounts or websites associated with student organizations, at least two students should have administrative privileges. See our Student Organization Transition Guidelines for more information (available here: [http://law.richmond.edu/students/organizations.html](http://law.richmond.edu/students/organizations.html)).

VIII. Policies Relating to Student Organizations

A. Alcohol Policy

An ABC License must be obtained (no later than 10 business days in advance of your event) if you are charging for an event or for drinks, or if you are inviting people outside the law school. If you’re providing your own food (not through a caterer) and would like to serve alcohol at the event, you must contact the Dean’s Office. The Dean’s Office may be able to obtain an ABC license that will cover your event. At the beginning of the academic year, please notify Dean Henderson of any event where alcohol is planned.

- The University requires an Alcohol Event Request form to be completed 10 days prior to your scheduled event: [http://activities.richmond.edu/events/Alcohol-Event-Request.pdf](http://activities.richmond.edu/events/Alcohol-Event-Request.pdf). These are also available from Courtney Fain in the Dean’s Office.

- Approved locations for serving alcohol: DownUnder, Atrium, Patio, Carl E. Davis Room

- Non-alcoholic beverages and food must always be present for as long as alcohol is served.

- Campus Police (Lt. John Jacobs/289-8724) should be notified for large (100-150 people) receptions or parties held outdoors. For smaller parties, there should be no self-service kegs; someone must physically serve drinks (for monitoring purposes).

- Any event reservation that includes “alcohol served” plus “approved outside caterer” or “will provide own food,” the scheduler will need to cc Courtney Turnbull in the Richmond College Dean’s Office (ckos@richmond.edu). Courtney Turnbull will review the reservation and ensure that the University Alcohol Policy procedures are being followed

- If there are any questions or concerns, the RC Deans Office will follow up with the scheduler or the event contact

- Events with alcohol that have either UR Catering or Dining Hall catering will not need to be funneled through the RC Deans Office

B. Student Organization Fundraising

Fundraising that involves soliciting for cash donations must be reviewed and approved by the Assistant Dean for Strategic Initiatives, Karen Thornton. (804-287-6463, Karen.thornton@richmond.edu).

Donations Involving Goods and Services Received

If an approved fundraising activity involves offering tangible goods or services for cash, no tax deductible receipt can be issued. These activities still need to be pre-approved.
**Cash Donations**
If the approved function or activity generates cash gifts with no tangible goods or services received by the donor, the Dean’s Office should be notified immediately for the purpose of generating an official thank you/receipt and to record the gift. (This includes donated items, not used for fundraising such as restaurants donating food - a gift in kind.) All monetary gifts need to be turned into the Dean’s Office for forwarding to the Advancement Office for posting to your organization’s account. Businesses and individuals rely on charitable donations for their tax deductions. The IRS only acknowledges official gift receipts when presented on official university letterhead.

**C. Alumni Outreach**
We welcome and encourage student-alumni collaboration and communication. If you’d like to reach out to any alum on behalf of your organization (for purposes including, but not limited to, making a presentation, filming a video, or fundraising), you must contact our Alumni & Development Office first. The best way to do this is to reach out to Karen Thornton, assistant dean for strategic initiatives (karen.thornton@richmond.edu) and Cindy Stubbe, assistant director for annual giving (cstubbe@richmond.edu). Our staff will be able to help you discuss the best outreach approach.

**D. Posting Flyers**
For aesthetic reasons, flyers are not to be posted indiscriminately throughout the building, and will be removed by Housekeeping if incorrectly placed.

There is a bulletin board at the top of the stairs to the Down Under, and another at the landing, both of which may be used for flyers of any kind. Please include a date on the flyer and **remember to remove them when they are outdated**. Flyers may also be posted inside restrooms on the bulletin boards and on the inside of stalls – NOT on entrance doors.

Posters and banners may be displayed on easels. Easels are stored in the kitchen, to the left of the refrigerator. Check with the Dean’s Office if you don’t see an easel readily available. If you need one, poster boards (a type of stiff frame which encases posters/banners under plastic) may be borrowed from the Dean’s Office.

**E. Food and Alcohol Consumption**
In addition to the ABC regulations outlined in the Event Planning section of this handbook, the law school has a policy regarding the serving of food and alcohol at student events. If alcohol is being served, food must be served commensurate both with the quantity of alcohol available as well as the time of day. As a general guideline, events that start during traditional dinner time (6-7 p.m.) or lunch time (12-1 p.m.) and that also serve alcohol should offer a meal. Events/receptions serving alcohol and hors d’oeuvres should provide a **minimum** of six pieces of food per attendee. Food quantity is subject to review and approval by the associate dean for student affairs.

**F. Organizational Transitions**
At the end of the school year, when a new leadership team is transitioning in, students should make every effort to ensure that the new team has access to all of the materials and communications tools used by the organization. Please see our Student Organization Transitions Guidelines document for full details: [http://law.richmond.edu/students/student-org-transitions.pdf](http://law.richmond.edu/students/student-org-transitions.pdf).
IX. Directory of Key Contacts

Kristine Henderson, Associate Dean for Student Affairs: 804-289-8186, khender3@richmond.edu
Courtney Fain, Program & Budget Coordinator: 804-289-8895, cfain@richmond.edu
Sue Altorelli, Business Manager: 804-287-6837, saltorel@richmond.edu
Emily Cherry, Communications Director: 804-287-1855, echerry@richmond.edu
Appendix A

LAW SCHOOL BUDGET INFORMATION
FOR STUDENT ORGANIZATIONS

The new fiscal year begins on July 1. All organizations must submit a proposed budget to the Dean’s Office. This budget is based on the organization’s total funds for the year and should list categories of proposed expenses. The budget must be approved before any expenses occur. Funds allocated by the SBA will NOT be transferred to the organization until a budget has been submitted and approved.

The University of Richmond has four types of forms used for disbursement:
1. Petty Cash Form
2. Check Request Form
3. Travel and Entertainment Expense Form
4. Advance Request Form

1. Petty Cash Form

Usage:

Three Major Changes to Petty Cash Reimbursements:

- All changes are effective December 1, 2015. For more information on petty cash reimbursements click here.
- 1) Receipts in the amount of $50 or less must be turned in within 90 days of purchase.
- 2) Gift cards and gift certificates may be reimbursed through petty cash when a properly completed Gift Reporting Form is submitted with the petty cash form and brought to the Cashier’s Office.
- 3) Gas purchases for rental cars, or mileage reimbursement for personal vehicles, may be reimbursed through petty cash. If you do not have a receipt, please complete the Missing Receipt Form and submit the reimbursement through Accounts Payable.

Pick up a paper form from the Dean’s Office and return it to the Dean’s Office. See example below.
2. Check Request Form
Usage:
1. Reimbursement of an individual’s University-related expenditures (not travel related). Reimbursements will NOT be processed for receipts more than 90 days old.
2. Payment of services for individuals not employed by the University.

Check requests for under $5,000 must be completed online through BannerWeb. Complete the form using the purchaser’s student ID number, fill in all responses, apply the corresponding Index-Account numbers, and print the submission.

All check requests must have proper supporting documentation, which may include, but is not limited to: invoices, receipts, e-mails, contract letters, copy of announcements or pamphlets. No check requests can be processed without supporting documentation; this includes request for refunds. Vendor quotes are not considered proper documentation.

Attach all receipts and supporting documentation and turn it all in to the Dean’s Office.

Follow the following steps and provide the appropriate information as detailed below on the Check Request Form:
1. Login to BannerWeb.
2. Select “Online Check Request.”
3. Select “start a new Online Check Request.”
4. Enter the UR ID of the purchaser.
5. Select the reason for reimbursement (e.g. “reimburse for the purchase of goods”).
6. Select “payee type” (e.g. student).
7. Fill in “payee request amount.”
8. Approver’s Name: “Sue Altorelli”
9. Approver’s Title: “Business Manager”
10. Department: Law School
11. Contact Name: Sue Altorelli
12. Contact Phone: (804) 287-6837
13. Contact Email: saltorel@richmond.edu
14. From Date and To Date
15. Index and Account
16. Amount
17. Business justification: Describe the purchases in detail, and include the purpose, as well
18. Submit
19. Approve & Submit
20. Print

See example below.
UNIVERSITY OF RICHMOND
CHECK REQUEST
Today's Date 08/12/2015
Check Request Number: 4798

First Name: [Redacted] Last Name: [Redacted] MI: [Redacted]
CITIZENSHIP: [Redacted] Business Purpose: Reimburse Purchase of Goods

Payer Type: Student
Approver's Name: Syed A. Abroodi
Contact Name: Syed A. Abroodi

Payment Request Amt: $55.00
Approver's Title: Business Manager
Contact Phone: 804-285-6517

Payee Email: [Redacted]
Department: Law School
Contact Email: sarora@richmond.edu

Vendor's Information
Address 1:
Address 2:
Address 3:
City:
State:
Zip:
Country:

Expenses
From Date: 08/12/2015 To Date: 08/12/2015

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Business Justification: Copies of client court files

Requestor's Signature: [Redacted]
Requestor's Printed Name: [Redacted]

Payee's Signature: [Redacted] (student being reimbursed)
(Required for reimbursements to UR employees and students, only)

Approver's Signature: Dean's Office Signature
3. Travel and Entertainment Expense Form

Usage:
- Travel, mileage, gas, airfare, etc.
- $25 meal per diem per day, no alcoholic beverages; 15% tipping

All Travel and Entertainment Expense Forms must be submitted online through BannerWeb. Complete the form using the purchaser/traveler’s student ID number, fill in all responses, apply the corresponding Index-Account numbers, and print the submission. For all Non-UR travelers please collect their full legal name, home address, and other personal information. The Dean’s Office will need this information to request a temporary UR ID for that individual prior to completing the reimbursement request.

All submissions must have proper supporting documentation, which may include, but is not limited to: itemized receipts (less than 90 days old), mileage reports (e.g. Google maps print out of trip), invoices, receipts, e-mails, contract letters, copy of announcements or pamphlets. No Travel and Entertainment forms can be processed without supporting documentation; this includes request for refunds.

Print out the submitted reports, attach all receipts and supporting documentation, and turn it all in to the Dean’s Office.

Notes for receipts:
- Must be less than 90 days old
- Itemized with a $0.00 balance
- If a receipt is for a group of people, please list all names on the receipt
- Tape all receipts to 8.5 x 11 pieces of paper, so they can be scanned on a traditional copier

See example below.
University of Richmond
Travel & Expense Report

Today's Date 07/23/2015
Traveler Tracking number: 28132

First Name: [Name]
Last Name: [Name]
UR ID: [ID]
Department: Law School
Phone/Extension: 804-828-8277
Approver's Name: [Name]
Email Address: [Email]
Departure Date: 06/18/2015
Return Date: 06/21/2015
Event/Conference Name: VAV
Purpose: ATTEND-CONFERENCE/WORKSHOP

Mileage: 0 miles at $5.25 per mile
Airfare and/or baggage fees: $0
Train: $0
Auto Rental: $0
Taxi/Bus/Shuttle: $0
Parking/Gas/Tolls: $0
Sub/Total Transportation: $0

Date 6/18/2015 6/19/2015 6/20/2015 6/21/2015

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TOTAL: 239.26 239.26 00 00 00 00

Name of other individuals on your meal receipt: NONE SPECIFIED
Non-reimbursable expenses: $0
Amount already reimbursed: $0

Item Amount

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<th>Fee/Materials</th>
<th>Other (include expenses not listed elsewhere)</th>
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Registration Fee/Materials: $0
Total Expenses: $478.52
Amount Due To You: $478.52

Distribution Method: CHECK

Traveler's Signature: Student Signature
Approver's Signature: Dean's Office Signature

1 of 2
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4. Advance Request Form

Usage:

- For up-front cash for travel/event purposes

The Advance Request Form is available in the Dean’s Office or online: [http://controller.richmond.edu/accounts/forms/](http://controller.richmond.edu/accounts/forms/).

1. If you need cash “up front” for an event or for travel purposes, submit an Advance Request Form **two weeks** in advance of the event or travel dates to the Dean’s Office. The advance form must be approved by the organization’s treasurer. Cash or a check will be issued in your name or direct deposited.

2. The advance MUST to be closed out within **two weeks** from the date of the event or return from travel. **Turn in all receipts and left over money to the Dean’s Office. Missing receipts will not be honored. You will be personally responsible for any expenses missing a receipt.**

Note: We have the option to discontinue advances if advance rules and procedures are abused.

See example below.
University of Richmond
Advance Request Form

Purpose: The University of Richmond will issue travel advances to faculty, staff, and students for group travel or international travel, when the use of a credit card may not be an option. Expense advances are issued only for change funds, research participant payment, or expenses that cannot be paid for with a University credit card.

Advances issued to faculty or staff will be deposited into their bank accounts. Advances issued to students may be mailed to the student’s on campus address, direct deposited into the student’s bank account on file with Accounts Payable, or picked up in the Accounts Payable Office.

Students: Please indicate how you would like to receive the advance. Please note, if you have a bank account on file with Accounts Payable, your advance will automatically be deposited to it, regardless of your selection below:

Receive advance by what method? ______________________

Terms for Advance:
Advance requests must be properly approved and submitted to Accounts Payable (located in Maryland Hall, Room G13) at least five (5) business days prior to the trip or event. Failure to give at least a five (5) business days notice may result in an advance not being issued.

An advance must be cleared within thirty (30) days of the completion of a trip or event. If an advance is not cleared within sixty (60) days, the advance is considered delinquent and no other advances will be issued to the individual.

To clear an advance: (1) Funds not used must be deposited at the Cashier's Office at the completion of the trip or event. (2) A copy of the deposit form must be sent to the Accounts Payable Office with a copy of the original Advance Request Form. (3) If any purchases were made with the funds, the original receipts for the purchases must also be sent to Accounts Payable with a copy of the Advance Request Form.

If an advance is not cleared within ninety (90) days, the advance will be (1) deducted from the individual’s paycheck or (2) added to the individual’s W-2 as taxable income and taxes will be withheld.

Students will have a financial hold placed on their student records, if the advance is not cleared within thirty (30) days.

PLEASE NOTE: Citizenship Status of the recipient of the advance is required information. If the person is a Non-Resident Alien, the completed request must be forwarded to the Office of International Taxation before an advance can be issued.

The recipient of this advance is a ______________________

Name ______________________ UR ID ______________________

Dept. Name/Address ______________________ Amount Requested ______________________

Please complete the applicable section for the type of advance requested.

Travel Advance: travel related expenses, i.e. meals, transportation, registration fees, hotels

Travel Advance for trip to ______________________

Business Reason for trip ______________________

Departure Date ___________ Return Date ___________ Index/Account Code ______________________ -7169

Expense Advance: non-travel related expenses, i.e. supplies, research participants, change fund

Expense Advance to be used for the following (please provide a detailed business reason for the advance)

Event Start Date ___________ Event End Date ___________ Index/Account Code ______________________ -7999

Phone Number ______________________

Approved by (Printed Name) ______________________

Approved by (Signature) ______________________ Date ___________

My signature indicates I have read and agree to the Terms for Advance listed above and authorize the University of Richmond to deduct the amount of this advance from my paycheck, or add it to my W-2 as taxable income, if I do not account for this advance within ninety (90) days of the completion of the trip or event.

Signature of Advance Recipient ______________________ Date ___________

Print Form
Check Run Schedule
Accounts Payable processes checks on Tuesdays and Thursdays only. They require 10 business days to process reimbursement requests. Accounts Payable will NOT reimburse receipts older than 90 days.

Checks for non-UR individuals will be mailed directly to the purchaser/vendor. You may not pick up checks from Accounts Payable. Students have the option of Direct Deposit. The Direct Deposit form is available in the Dean’s Office or online: http://controller.richmond.edu/forms/. If a student is not set up for direct deposit then the check will be sent to the permanent address on file.

ADDITIONAL INFORMATION

Catering
UR Catering or Dining Services are great options for your catering needs. UR Catering is a full service shop – buffet lunches, breakfasts, or a full service reception including alcohol. Dining Services offers delivery options including breakfast cold platters, boxed lunches, or food trays and sodas.

If UR Catering or Dining Services is not going to cater your event then you may choose an approved outside vendor (updated list of approved vendors: http://dining.richmond.edu/common/approvedvendorslist.pdf ). The student will work with the vendor directly to come up with a menu and then the Dean’s Office will handle all payment. Please have the Dean’s Office review any contracts and take care of any signatures during this process.

Deposits
Any checks that are going toward an organization’s budget should be made out to “University of Richmond” and will be deposited by the Dean’s Office. Drop off the checks or cash with the Dean’s Office.

Guest Speakers
If paying an honorarium to a guest speaker, you must fill out a check request and supply the speaker’s social security number and home address. NEVER pay a guest speaker personally and ask to be reimbursed. If you need the check on the day of the event, fill out the request at least three weeks before the check is needed. The check request has to go through Human Resources, then Accounts Payable. The speaker will receive a 1099 tax form at the end of the tax year.

1099s – If a guest speaker is paid an honorarium, he/she will also receive a 1099 for travel reimbursements. Reimbursements such as this are 1099 reportable. The IRS says that we can report these reimbursements and it’s up to the individual to claim the exemption on their tax returns. This does NOT apply if the guest speaker is not being paid an honorarium.

Hotel – The law school has an account with a special rate at the Embassy Suites. A full breakfast buffet is complimentary to Embassy Suites guests. Additionally, Embassy Suites provides transportation to/from University of Richmond. Arrangements for transportation must be made in advance through Embassy Suites guest services. Hotel reservations at Embassy Suites should be made through the Dean’s Office.

Mileage – We can reimburse the speaker for mileage at the University’s mileage reimbursement rate. Use a copy of the trip details as supporting documentation for the mileage reimbursement request.
Meal Receipts
You must turn in the itemized meal receipt along with the charge slip. Tip no more than 15%. Include names of individuals on meal receipt and purpose. There is a $25 meal per diem allowance for students, which does not include alcoholic beverages.

Memberships to Sam’s Club, Costco, Etc.
The law school will not pay for an organization to obtain a membership card, nor will anyone be reimbursed for paying for a membership.

Print Shop
For all printing orders, submit the yellow copy of the Print Shop form to the Dean’s Office. If your group has a VendaCard and you have questions about its use, please see the Dean’s Office, as well.

Student Travel
1. Airfare – Can be charged on the law school’s credit card. Please see the Dean’s Office to make reservations. You MUST have all of the necessary information before we will make reservations (website, flight number, times, cost, legal name and birthdate of the person traveling, and a phone number for the individual). Please make your reservations as soon as possible - the earlier the reservations, the cheaper the flights!

2. Mileage – Students will be reimbursed for mileage at the University’s mileage reimbursement rate.

3. Meals – $25 per diem per day; no alcoholic beverages; 15% tipping.

4. Travel Advance – You have the option of taking out a travel advance to cover the costs of your entire trip. If you choose to take an advance, you need to fill out a Travel Advance Form and submit it to the Dean’s Office. It has to be submitted at least two weeks before the travel date. It is mandatory that you keep all original receipts for every amount spent while traveling. Upon returning from the trip, you must return all of the receipts to the Dean’s Office to close out the advance. If the advance was for hotel expenses, you must obtain the hotel receipt given during checkout. Missing receipts will not be honored. You will be personally responsible for any expenses that are missing a receipt. We reserve the right to discontinue issuing advances to anyone who does not follow these procedures.

5. Student Organization Credit Cards – Every student organization has the option of opening up a Student Org Credit Card at the beginning of every year. The card may be used by any executive board member who has completed the “SOC Training.” Courtney Fain will coordinate a couple of trainings at the beginning of every semester for the students interested in using the SOCs.

The SOC may be used for purchasing supplies, food, and even travel. There is a maximum of $500 for a single transaction and a declining balance of $5,000 every year. If the card is checked out for travel the same rules apply which include a $25 maximum food per diem per traveler.

Every SOC is housed in the Dean’s Office and may be checked out when the student needs to make purchases or travel. The card must be turned in immediately after making the purchases along with all corresponding itemized receipts (no missing receipt forms will be accepted).
Gifts, Prizes, and Awards

Gifts/Prizes/Awards Reporting Form: Available in Dean’s Office or online: http://controller.richmond.edu/forms/.

What is considered a gift, prize, or award?
1. Prizes and awards are typically gifts of cash or tangible personal property bestowed on University faculty, staff, or students in recognition of outstanding achievement in teaching, research academic performance, or other performance-related activities.

2. Gifts are typically gifts of cash, gift certificates, or tangible personal property given to University faculty, staff, or students in recognition of, or in connection with, the holiday season, retirement, or some other purpose.

Are gifts, prizes and awards considered taxable income to the recipient?
1. Yes. In almost all circumstances, gifts, prizes, and awards are included in the recipient’s gross income if the gift is paid for (either directly or indirectly) by the University. If the recipient is a member of the University faculty/staff, and the gift, prize, or award is cash, it is considered supplemental wages and must be processed through the Payroll system with appropriate taxes withheld. Non-cash gifts, prizes, or awards are reported to Payroll by the Accounts Payable Office and included in the recipient's W-2 Form. These amounts are taxed according to the W-4 on file for the recipients.

2. Gifts, prizes, and awards of tangible personal property of $50 or less are excluded from gross income. Similarly, the value of a turkey, ham, or other item of merchandise of similar nominal value distributed to an employee at Christmas is not taxable. However, any gift of cash (including gift certificates) is considered completely taxable, from the first dollar.

Gifts/Prizes/Awards Reporting Form
1. Describe the gift, prize, or award as explicitly as possible on the form, or attach supporting documentation, including name of the recipient and his/her social security number. Your explicit explanation and/or support will save review and processing time for the payment.

2. You must identify the recipients of these gifts (does not apply to non-UR individuals), include their University ID and full address, and indicate the amount given as a gift to each individual. Requests for reimbursement will not be processed if this information is not provided.

If the recipients of these gifts are unknown at the time of purchase, i.e., door prizes or drawings, you cannot submit a request for reimbursement until the recipient information is known. Accounts Payable will not process the reimbursement without this information.
Appendix B

Tips for Inviting Event Speakers

- Research how to reach the speaker. Contact the administrative assistant, legislative assistant, etc., to determine if the speaker’s calendar is open and how scheduling decisions are made. Determine if your organization members have a contact to the speaker. If a faculty member or dean has a relationship with the speaker, use those connections.

- Extend a formal invitation to the speaker outlining the reasons why you’re inviting them to your program. A written letter is best.

- The invitation should include the following basic components:
  - Name, date, and venue of the event;
  - The theme or focus of the event;
  - Why you think the speaker would be a great fit for the event;
  - What you want the speaker to do at the event (Speak and provide article? Speak only?);
  - How it would benefit the speaker (talk about publicity that will be done, other speakers already committed or invited);
  - Your contact information.

- Four steps to sending out invitations:
  - Send out a “first batch” of invitations, which should include your top speaker choices;
  - Wait for responses and follow up when necessary;
  - Assess the responses. If your top speakers cannot attend, then begin reaching out to your second choices;
  - Send another batch of invites and repeat.

- Follow up the formal invitation with a phone call timed a few days after the letter would have arrived.

- When a speaker says “no,” be graceful and thank him or her for considering the opportunity. If it feels appropriate, you could also ask for recommendations for other speakers.

- When a speaker says “yes,” you need to reach out by phone, Skype, or in person to give them more information about the event and the presentation.
  - Provide detailed information about the program you are planning;
  - Provide information about your organization;
  - If you are assigning an individual point person to this speaker, be sure to give all contact information including cell phone numbers;
  - Let your speaker know that you will be recording the event (if you choose to) and receive a signed permission release;
  - Be clear about expectations:
    - Will the speaker need to submit materials/handouts in advance of the program for MCLE?
    - Will the speaker be required to write an article after his or her talk?
    - Will the speaker need to collaborate with other panel members? If so, give the names and contact information and see if you can arrange a conference call. Provide the name of the moderator. Moderator should also be informed of contact info on all panelists;
    - Set firm deadlines for your needed materials. Follow up with phone calls if necessary.
  - Discuss travel and hotel arrangements with the speaker.
• The University will reimburse speakers for expenses (coach travel only). They will not pay an honorarium. Be clear with your speaker so there are not misunderstandings;
• Be in touch with your speakers about parking, hotel confirmation, flight confirmations, etc., as you get them.
Appendix C
Photo Release Form

I authorize the University of Richmond School of Law to copyright, publish, and distribute all photographs, audio recordings, and video footage in print or electronic format in which I may appear or speak that are taken by or for the University. I agree that the University may use, edit, copy, distribute, transcribe, prepare derivative works, or reproduce in whole or in part, such photographs and video footage or share them with others, any may authorize others to do any of the foregoing, for any purpose related to the promotion of the University and its related programs and activities. I release all claims against the University of Richmond and others with respect to any of the foregoing, including any claim for compensation.

Print Name
________________________________________________________________________________

Signature
________________________________________________________________________________

Date
_____________________________________________________________________________

Photographer/Videographer
________________________________________________________________________________

Shoot Location
________________________________________________________________________________

Staff Member
________________________________________________________________________________