



## CARAVAN TRAVEL GRANT ASSISTANCE

### HOW IT WORKS

You must be a member of WAPLA and be a prelaw advisor at an institution which does NOT hold any sort of law fair at your college or university or within 50 miles of your institution.

1. Organize a trip to a WAPLA law fair site for yourself and at least three students
2. Contact the Law Fair Site Supervisor at the law fair you wish to attend. See [www.wapla.org](http://www.wapla.org) for the caravan locations and contact lists. Let the site supervisor know you are coming and approximately how many students you plan to bring.
3. Email WAPLA Treasurer Amy Urbanek ([aurbanek@advising.utah.edu](mailto:aurbanek@advising.utah.edu)) with this information to apply for the grant.
4. On the day of the fair, check in with the site supervisor to confirm your attendance and number of students.

Prelaw advisors who meet the above criteria and bring at least 3 students are eligible to apply for the travel grant assistance to attend one WAPLA law fair at the following rate:

- Minimum three students plus advisor required. WAPLA will reimburse your actual expenses up to a maximum of \$500.

### REIMBURSEMENT PROCESS

1. Save your receipts and submit them along with the Travel Reimbursement Form available on WAPLA's website under the Resources link to WAPLA Treasurer Amy Urbanek ([aurbanek@advising.utah.edu](mailto:aurbanek@advising.utah.edu)). Scanned documents preferred.
2. Reimbursable expenses include costs incurred in getting to a WAPLA law fair, e.g. vehicle rentals, bus/train fair, taxis, mileage at standard IRS rate if using personal vehicle, parking, hotel (if warranted by distance travelled). Receipts are required for ALL requested expenses.

### WAPLA MEMBERSHIP

While you do not have to be a WAPLA member to simply attend a law fair – our law fairs are open to the public - you must be a prelaw advisor member of WAPLA to apply for the travel grant assistance.

Membership in WAPLA is free of charge and you can join by visiting our website, [www.wapla.org](http://www.wapla.org), and clicking on the Join link.

### QUESTIONS?

Please contact WAPLA Treasurer Amy Urbanek ([aurbanek@advising.utah.edu](mailto:aurbanek@advising.utah.edu))