

MOOT COURT PROCEDURES

I. INTRODUCTION

Congratulations on your selection as a Moot Court Team member. As you know, the real work lies ahead. This outline will acquaint you with the facilities the University makes available to the Moot Court Teams, as well as the proper use of those facilities and university procedures that should be followed.

II. THE LIBRARY

A. Access

A few locked study rooms are available to be assigned to moot court teams. To see if a room is available for your team, contact the Associate Dean for Library and Technology Services, Scott Childs, at schilds3@utk.edu. If you are assigned a locked study room, keep in mind that all normal library policies and procedures are still in effect in your room.

If you want to keep library books or other materials in your locked study room, bring those materials to the Circulation Desk and inquire about “In House Circulation.” Library materials should not be left in study rooms unless they have been checked out via In House Circulation. Library workers will periodically collect and re-shelve library materials from locked study rooms unless those materials have been checked out with In House Circulation. Not all library materials are eligible for In House Circulation.

Most unlocked study rooms are equipped with video recording capability. If your team wants to practice oral arguments or other skills for your competition, you may reserve these rooms using the regular study room reservation module on the Law Portal (MyUTLaw).

B. Research Training

Some moot court competitions allow teams to receive research training. If your competition permits this and you want to receive a training session from a librarian, contact the Student Services Librarian, Nathan Preuss, at npreuss@utk.edu. Research training sessions can be tailored to your particular topic and/or any specific resources you may be interested in.

III. PHOTOCOPYING RESEARCH

All copies pertaining to the Moot Court Team may be made in the Duplication Center, room 34 (in the basement). It is important that you log all copies made on the form on the copy machine. On the form, please indicate your name, team and the number of copies made. If you are copying from library materials, please make sure they are properly checked out of the Law Library.

IV. BUSINESS OFFICE

A. Forms

The following 3 forms **MUST** be completed by the Business Office **for every traveling Moot Court Team member and faculty advisor. Use myUTLaw to retrieve all forms below, under Business Office Section.**

1. Guest Traveler Form

Use this form if team member or coach not on UT payroll. The form is also available on the UT Treasurer's Office website.

2. Travel Request Form

This form approves you for travel and reimbursement as a University representative. See Teresa Peterson or Sandra Chambers in the Business Office, Suite 265, as soon as you are informed that you have been selected for the team. No arrangements can be made until this form is completed by the Business Office for all team members.

3. Travel Expense Report

IMMEDIATELY (within 24 hours) upon your return –you must provide required receipts and information (listed in C below) to Ms. Chambers in order to file for your travel reimbursement. Approximately 10-14 days after the claim is processed, you should receive a reimbursement check or have the money direct deposited to your designated account if you are on UT payroll.

B. Travel Advance

In case of **absolute** necessity, a travel advance of 80% of the estimated trip cost can be arranged. Travel advances from UT funds constitute a loan to an individual. The advance must be repaid within 30 days upon completion of travel. Please talk with the business office, Teresa Peterson or Sandra Chambers for additional information.

C. Expenses

1. Method of reporting

After the trip, take all original receipts for lodging, taxi, baggage receipts and parking. No receipts are required for meals, which are based on per diem, to the Business Office (these will be used to process your travel expense report). Please itemize your expense for each day on a separate sheet of paper.

2. Reimbursing Expenses

You will be reimbursed for the following expenses only:

a. Lodging and Meal Allowances – Travel within Tennessee

Specific Cities	Maximum Lodging	Maximum Meals and Incidentals	Region
Brentwood/Williamson County	\$127.00 (plus taxes)	\$59.00	TN/BR
Chattanooga/Hamilton County	\$103.00 (plus taxes)	\$64.00	TN/CH
Franklin/Williamson County	\$121.00 (plus taxes)	\$59.00	TN/FR
Knoxville/Knox County	\$98.00 (plus taxes)	\$59.00	TN/KN
Memphis/Shelby County	\$117.00 (plus taxes)	\$59.00	TN/ME
Nashville/Davidson County	\$170.00 (plus taxes) Sept. – Oct. \$162.00 (plus taxes) July – Aug.	\$59.00	TN/NA
Oak Ridge/Anderson County	\$93.00 (plus taxes)	\$51.00	TN/OR
All Other Tennessee Cities and Counties	\$93.00 (plus taxes)	\$51.00	TN/

b. Lodging and Meal Allowances – Out-of-State Travel

The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS). The CONUS rates applicable for all cities can be found at the U.S. General Services Administration website (<http://www.gsa.gov>). Select per diem rates under Travel Services for per diems by city and state for meals and lodging.

c. Partial Meals Allowances for Day of Departure and Day of Return for Both In-State and Out-of-State Travel

Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate, regardless of time of departure or return.

d. Meals Included in a Registration Fee or Entertainment

A partial meal allowance is available when meals are provided as a part of a registration fee for a conference, seminar, or workshop or as part of entertainment. No meal allowance is available if the registration fee includes all

meals for that day. Continental breakfasts that may be included in a registration fee are not considered a meal. The deductions for meals provided are based on a full-day meal rate as follows:

20% for Breakfast
30% for Lunch
50% for Dinner

e. Taxi Fare

Best to have receipt for filing purposes. Travel as a group. Note on receipt the purpose of trip. Receipts are required for charges of \$50 or over. Gratuity is never to exceed 20%.

f. Airport Parking

Must have receipt.

g. Tips

Will only reimburse for hotel check-in fee up to \$5.00. No check-out fees allowed.

h. Baggage Fees

Will reimburse for 1 checked bag. Must have baggage receipt to file for reimbursement.

i. Hotel

Must have original itemized final receipt showing the name and address of the hotel, name of guest, and charges for room and tax listed separately. The receipt should indicate a 0 (zero) balance to show payment was made. Each team member in a room should have a receipt (even if sharing a room).

j. Rental Car

If a rental car is necessary to provide the team with transportation while at the competition and would be less expensive than a taxi or public transit, please let the Business Office know and we will make arrangements through World Travel to reserve a vehicle for you. The rental charge will be direct billed to the Law School. However, please be aware that the University will not pay or reimburse for vehicle insurance coverage, GPS rental, or FSO (fuel service option). To reimburse for fuel purchases, original fuel receipts are required by the University.

D. Travel Arrangements

As soon as possible, determine room assignments and report them to Ms. Chambers. You must consult with her regarding hotel reservations. **DO NOT** make reservations on your own until you have discussed this with her. Team members and coaches are required to make their own hotel reservations after consultation with Ms. Chambers, using a personal credit card to guarantee. Only 1 person per shared room should make a reservation for the room. She will also make bus/car/plane reservations. Airfare is prepaid by the University. Be advised-once a reservation is made it cannot be changed because the tickets are non-refundable. **Mode of travel must be based on most economical cost (driving vs. flight).**

Personal travel combined with team trip must be discussed and approved prior to making reservations. Any additional cost involved will be at the expense of the team member.

E. Mailing the Brief

See the Business Office for details of postage/shipping and making copies of the brief. Arrangements must be made well in advance for copying briefs. They are usually sent to University Printing (974-4416) across campus, which normally requires 3 days turn-around time. Should you desire special treatment (i.e. binding, covers, three hole punch), an additional day must be allocated. Briefs must be completed and in final form at least 5 days prior to the deadline for mailing to allow duplication time. **If for some reason your team cannot meet this deadline and the brief has to be printed at another location, you must get approval from the Business Office.** In addition, your team will be responsible for paying the difference in cost. University Printing will print for 2 1/2 cents per page – any cost above this amount must be paid by the team members. Please check with the Business Office several days before you expect to mail briefs to insure that money for postage is available and that proper procedures are followed.