

MEMORANDUM

TO: HBCU and HACU Pre-Law Advisors

FROM: Glenn E. Bell

DATE: August 17, 2007

SUBJECT: APLA Regional Conferences

LSAC is continuing its commitment to provide support to prelaw advisors from HBCU and HACU schools to attend with your students LSAC Law School Forums and to attend national and regional professional meetings. Glenn Bell will be sending you information on obtaining subsidies to bring your students to the LSAC Law School Forum in the near future. The purpose of this letter is to explain the expenses eligible for reimbursement to attend professional meetings. The season of regional meetings of prelaw advising organizations is just around the corner. The NAPLA meeting was held this summer, and the other regional meetings usually take place in the fall. I am taking this opportunity to tell you about the policy for being reimbursed for expenses to attend the APLA in your region.

1. You must attend the APLA in your region. For example, if your school is in Ohio, your reimbursement will only cover attending the MAPLA meeting, if your school is in North Carolina, your reimbursement will only cover the SAPLA meeting, and if your school is in California, your reimbursement will only cover attending the PCAPLA meeting.
2. LSAC will reimburse the expense of **traveling by air or train** between your home and the location of the regional APLA meeting, the cost of **lodging** not to exceed the cost of the hotel/dormitory rates secured for the conference, and the cost of **ground transportation** between the destination airport and the conference location. If dormitory housing is available at your conference, your reimbursement will not exceed the cost of dormitory housing. If you choose to use your personal auto instead of air or train transportation, LSAC will reimburse you up to \$.445 per mile not to exceed the cost of an economy air or train fare to the same location.
3. LSAC will pay the regular **registration fee** the conference, but we will not pay for the cost of special (optional) events such as tours, cruises, or athletic events made available to conference participants.
4. LSAC will **not** reimburse any of the following expenses:
 - a. The cost of any meals not covered by the registration fee.
 - b. The use of rental cars.
 - c. The expenses incurred traveling between your home and the airport in the departure airport.
 - d. Airport parking
 - e. Incidentals or personal items.

The goal of these subsidies is to permit and encourage you and your students to attend LSAC Law School Forums and professional meetings. If you have any questions about items to be covered, please contact:

Glenn E. Bell

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Law School Admission Council

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