



Law School Admission Council  
662 Penn Street Newtown, PA 18940-0040  
P: 215.968.1161 • F: 215.944.3161

**DIVERSITY INITIATIVES**

**TO:** NAPLA/SAPLA HBCU and HACU Prelaw Advisors  
**FROM:** Yessenia Z. García-Lebrón  
**DATE:** April 2010  
**SUBJECT:** NAPLA/SAPLA Joint Regional Meeting – June 9-12, 2010

---

LSAC has approved funds for prelaw advisors from HBCU and HACU schools to attend their 2010 APLA regional meetings. Below are guidelines on traveling to the APLA regional meeting in your area, as well as our reimbursement policy for travel expenses for that meeting. This memo applies only to the regional meeting listed below:

**NAPLA/SAPLA**  
June 9–12, 2010  
Durham, NC  
*[www.napla.org](http://www.napla.org)*

#### **TRAVEL ARRANGEMENTS**

- Participants are required to call or e-mail Yessenia Z. García-Lebrón for approval of travel and flight arrangements by Friday, May 7, 2010 (early registration deadline).
- After your travel arrangements have been approved, LSAC will arrange flights or ground transportation through LSAC's Coordinator –Travel and Meetings, Dona Vinall, between 8:30 AM and 4:45 PM EST, no later than Friday, May 21, 2010.
- Electronic tickets will be issued and itineraries will be sent.
- If LSAC is required to pay a higher airfare due to a personal/business side trip or lateness in reserving a flight, you will be responsible for the cost of the balance of your ticket.



## **ELIGIBLE EXPENSES**

LSAC will reimburse for the following:

- Travel by air or train between your home and the location of the regional APLA meeting *when it has been approved by Yessenia García-Lebrón and then booked through LSAC's Coordinator –Travel and Meetings, Dona Vinall.*
- The cost of lodging, not to exceed the cost of the hotel/dormitory rates secured for the conference. If dormitory housing is available at your conference, your reimbursement will not exceed the cost of dormitory housing.
- The cost of ground transportation (shuttle or taxi) between the destination airport and the conference location.
- If you choose to use your personal auto instead of air or train transportation, LSAC will reimburse up to 50 cents per mile, not to exceed the cost of an economy air or train fare to the same location.
- LSAC will pay the regular registration fee for the conference, but LSAC will not pay for the cost of special (optional) events made available to conference participants.

## **NONREIMBURSABLE EXPENSES**

- Rental cars
- Meals not covered by the registration fee
- Expenses incurred traveling between your home and your departure airport
- Airport parking or valet parking
- Incidentals or personal items
- Recreational activities, in-room movies, spa services, telephone calls, internet charges
- Individual bar bills
- Costs to book airline tickets or any airline fees incurred if your travel plans change
- Any other personal expenses.

**REIMBURSEMENT PROCEDURES — *Failure to make a final accounting may result in ineligibility to receive any LSAC support for any future LSAC events.***

- Use the travel expense form located under LSAC Documents on this website. It should be sent within 30 days after the meeting has occurred, Friday, July 11, 2010.
- The form should include your name, location of regional meeting and dates, and all itemized costs.
- Verification of all expenses over \$25.00 is required.



## **FREQUENTLY ASKED QUESTIONS**

Below are some commonly asked questions. By providing some more detail, we hope to minimize any confusion. Of course, if you need further assistance, please contact me directly.

### **When is my APLA meeting being held?**

Currently, there is one additional APLA meeting that will be held in 2010. The guidelines are posted to LSAC's Admit-L e-mail listserv approximately two months before the actual conference.

### **MAPLA - October 14-16, 2010**

Minneapolis, Minnesota

[www.mapla.org](http://www.mapla.org)

### **If there is not a regional APLA meeting in my area, will LSAC subsidize my attendance at another APLA meeting outside my region?**

Unfortunately, LSAC will not be able to provide a subsidy to attend an APLA meeting outside of a prelaw advisor's region. Our goal is to strengthen your participation in your APLA region.

### **My APLA is having a joint meeting with another region. Will LSAC reimburse me to attend this joint APLA meeting?**

Yes.

### **My APLA is *not* having a meeting in 2010. Should I submit the paperwork for a 2010 APLA meeting in another region?**

Unfortunately, LSAC will not be able to provide a subsidy to attend an APLA meeting outside of a prelaw advisor's region.

### **Where can I find the guidelines for LSAC's APLA Regional Subsidies?**

The guidelines will always be located in the secured section of LSACnet.org, which also has many resources for you as a prelaw advisor.

### **How do I get access to the secured section of LSACnet.org?**

If you do not have a username and password to log in to secured section, please mail [prelaw@LSAC.org](mailto:prelaw@LSAC.org). **NOTE:** To name a different person as the sole/coordinating prelaw advisor for your school, LSAC must receive an official appointment letter from the administrator who is requesting this change or from the sole/coordinating prelaw advisor currently listed in our records. This letter can be mailed or faxed on your school's letterhead or sent via e-mail to [prelaw@LSAC.org](mailto:prelaw@LSAC.org).