

UC Irvine Law

ASW 2025

Admitted Students Weekend: Friday, April 4 & Saturday, April 5

TRAVEL STIPEND INFORMATION

Choosing which law school to attend is an important decision. When narrowing down your choice, it's important to visit schools and immerse yourself in the community to see if it's the right fit. To facilitate your visit, we have dedicated resources to help defray some of the travel costs you will incur by participating.

Eligibility Requirements

To receive a travel stipend, you must meet these three eligibility requirements:

Be admitted to the UC Irvine Law Fall 2025 J.D. Program.

Travel more than 75 miles roundtrip.

Participate in at least one full day of UC Irvine Law ASW programming.

- Travel distance will be determined by the current address on your admissions application to the address of the Law School.
- ASW is a multi-day event, and we recognize that some students might not be able to attend all of it; however, to receive a stipend, you must attend no less than 24 continuous hours.

Amount of Stipend

The travel stipend may be used to reimburse a portion of your airfare, lodging, ground transportation, or mileage expenses used to attend ASW. The amount of the stipend will depend on the distance traveled.

- For distances between **75 - 150 miles**, you may receive up to **\$100** to cover approved travel costs.
- For distances greater than **150 miles**, you may receive up to **\$300** to cover approved travel costs.

Applying for a Travel Stipend

In order to qualify for the travel stipend, you must apply for pre-authorization prior to ASW after registering. Please fill out the pre-authorization survey, which can be found on the Admitted Students Website, by **Friday, March 28, 2025**.



Register for ASW



Submit Pre-Authorization Form

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Booking Travel: Important Considerations

Only costs incurred within one day before and one day after the ASW event dates are eligible for reimbursement (4/3/25 through 4/6/25).

The stipend does not apply for the "value" (perceived or actual) of any travel loyalty program points, benefits, or frequent flyer mileage.

Travel stipends are provided to fund your travel - they cannot be applied to expenses incurred by your family and/or co-decision maker.

We cannot reimburse expenses made through third party vendors such as Kayak, Expedia, or Travelocity.

Ground Transportation

- Lyft Standard or Uber X to/from the airport, hotel, or campus related to ASW are eligible for the stipend; upgrades are ineligible.
- Car rental is eligible for the stipend; limit is intermediate size.
- Based on the criteria above and the use of your own personal car, the stipend can cover mileage at the current federal range of 70 cents per mile driven.
- If you attend both days of ASW, mileage will be reimbursed for both ways twice, up to your pre-approved stipend amount.
- If you are driving to attend ASW, UC Irvine Law will provide you with a complimentary parking pass.

Air Travel

In addition to your first and last name, your receipt must include:

- Total amount paid: Reminder - points/travel credits cannot be reimbursed.
- Airline ticket number: Note that this is different than the confirmation code or trip ID - the ticket number is a 13-digit number that you can find on your passenger receipt or boarding pass.
- Travel dates that coincide with ASW: If you are traveling more than one day before or after ASW, please email rryan@law.uci.edu at the time of booking so that we can obtain a comparison rate.

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Lodging

- Eligible expenses include the cost of the room and associated taxes.
- Traditional hotels and Airbnb are eligible for the stipend.
- UC Irvine discounted hotel rates: <https://www.accounting.uci.edu/travel/resources/hotels.html>
- Room rate cannot exceed the UC reimbursement guideline of \$279 per night.
- Only stays that occur locally between Thursday, April 3 (check-in) to Sunday, April 6 (check-out) will be considered for the stipend, any other nights are the sole responsibility of the traveler.
- An original hotel-generated folio/receipt showing the admitted student as the guest responsible for the charges and with a balance of zero is required. Please ask for a digital/emailed receipt; photocopies are not acceptable.
- Incidental charges such as meals, internet, non-UC Irvine parking, etc. are not eligible for the stipend.

Applying for Reimbursement

After ASW has occurred, you must submit your receipts. You are responsible for familiarizing yourself with the reimbursement process and meeting all requirements and deadlines. Failure to do so will delay and possibly prevent receipt of stipend funds.

- Submit your receipts no later than **5:00 p.m. PT on Friday, April 18, 2025.**
- All receipts must be sent as a PDF attachment via email to rryan@law.uci.edu.
- For all reimbursements other than mileage, the receipt must include documentation of the charge to a credit card. For example "Charged to a card ending in 1234" or "Payment Method: X*****1234." Otherwise you will need to provide a bank statement that reflects the purchase.
- After your receipts have been reviewed and your participation at ASW verified, you will be required to sign and return a certification form to confirm your expenses.
- It may take up to 5-6 weeks for you to receive your check. It will be sent to the current address listed on your law school application.

