



NATIONAL LAW UNIVERSITY ODISHA

MOOT REIMBURSEMENT RULES 2020

1. Application and Commencement

- (a) The following rules shall be known as the National Law University Odisha Moot Reimbursement Rules 2020.
- (b) These rules shall come into effect on such date as notified by the Hon'ble office of the Vice-Chancellor or the Hon'ble office of the Registrar.
- (c) These rules shall be applicable to all moots held after the notification of these rules.
- (d) These rules shall govern all the moot reimbursements to the teams representing National Law University Odisha in national and international moots.
- (e) Only claims mentioned under Annexure I of these rules shall be reimbursed upon submission of all the required documents mentioned under Annexure II.

2. Definition

- (a) **Award:** All awards recognized in the official rules of the competition as on the date of publication of the official rules for the relevant edition, by the organising committee of the said international moot.

Explanation: Any award not pre-determined by the organising committee in the official rules of the competition as on the date of publication of the official rules for the relevant edition, shall not be considered as an 'Award'.

- (b) **Citation:** Citation shall only include:

- i. Best Memorial
- ii. Second Best Memorial
- iii. Best Respondent Memorial
- iv. Best Appellant Memorial
- v. Best Researcher

vi. Best Speaker

vii. Best Male/Lady Speaker

Provided that, the abovementioned citations must also be recognised by the organising committee of the said moot for claiming reimbursement under these rules.

(c) International Moots: All the moots as per the prevailing NLUO Moot Allotment (Rules, Procedure and Penalties) 2018 where students of National Law University Odisha have represented the University not comprising of the National Moots.

(d) National Moots: All the moots held within the territory of the Union of India where the students of National Law University Odisha have represented the University as per the prevailing NLUO Moot Allotment (Rules, Procedure and Penalties) 2018. However, this shall also comprise of the National/Regional rounds of the International Moots.

(e) Reimbursement: Reimbursement shall include claims as mentioned under the heads in Annexure 1 of these rules.

(f) Sponsorship Amount: Any sum of money received by the participating team, other than reimbursement as defined under Rule 2(e), for the purpose of participation in a moot competition.

3. Reimbursement

The reimbursement for the moots shall be divided into the following categories-

(a) National Moots - The reimbursement for these moots shall be further divided into the following categories:

i. **Full Reimbursement** - Any team winning or standing as runners-up in any of the national moots shall be eligible to claim full reimbursement.

ii. **INR 15,000 + registration fees** - Any team getting one or more citations as defined in Rule 2(b) or standing as semi-finalists in any of the national moots shall be eligible for the reimbursement subject to a maximum of INR 15,000 + registration fees.

iii. **INR 10,000 + registration fees** - Any team representing the University in any of the national moots shall be eligible for the reimbursement subject to a maximum of INR 10,000 + registration fees.

(b) International Moots - The reimbursement for international moots shall be further divided into the following categories:

i. **Full Reimbursement** - Any team that represents the University in the international rounds

and emerges winner or runners-up shall be eligible to claim full reimbursement.

ii. 50% of the total expenditure or INR 2,50,000 whichever is lesser - Any team that represents the University in the international rounds:

- After clearing the National rounds or regional rounds; or
- After qualifying the Memorial rounds; or
- Earns any award as defined under Rule 2(a) in the international rounds of the moot which does not have national rounds, regional rounds or memorial rounds.

Shall be eligible for a reimbursement of 50% of the total expenditure or INR 2,50,000 whichever is lesser.

Explanation: The reimbursement amount will be inclusive of the registration fees.

iii. Registration fees + certain other expenses

Notwithstanding anything contained in this rule herein above, teams participating in international rounds of moots which do not have national, regional or memorial qualifier rounds, will be reimbursed:

- The registration fees, and;
- 10% of the total expenditure (excluding registration fee) or 25% of the total travel expenditure, whichever is lesser.

Provided that, the total reimbursement amount in any event shall not exceed INR 1,25,000.

4. Set-off of Sponsorship Amount

The teams getting any sponsorship amount shall be reimbursed only after deducting the sponsorship amount from the eligible reimbursement amount under Rule 3. For the purpose of the set-off, the teams shall disclose the sponsorship amount in the reimbursement form.

Explanation: Teams are required to furnish full and complete details of the sponsorship amount received for the purposes of participation. If at any point of time any discrepancy is discovered between the amounts declared and the amounts actually received, the University shall recover from the team the entire reimbursement amount granted under Rule 3, and also institute appropriate disciplinary action against the team.

5. Additional Awards

The Moot Society shall make suggestions to the University administration regarding reimbursement claims made in International Moots on the basis of awards earned that were newly added to the list of awards of the said international moot.

6. Non-listed Moots

- (a) Any moot which is not notified by TMS as Phase I IUMCC Moots or Phase II IUMCC Moots or Open Challenger Moots shall not be reimbursed.
- (b) Notwithstanding Rule 6(a), any moot allotted through Rule 53 of the NLUO Moot Allotment (Rules, Procedure and Penalties) 2018 shall not be reimbursed unless the team is awarded a citation.

7. Disbursal of Reimbursement

- (a) It is hereby clarified, out of abundant caution, that the University is not responsible for settling disputes amongst the team members concerning reimbursement vis-a-vis actual expenses incurred by individual team members.
- (b) The process of reimbursement shall be initiated only when the team members submit all substantiating documents required under Annexure II, within 30 working days from the date of completion of the competition.
- (c) All the substantiating documents shall be certified by the Treasurer, TMS and the faculty advisor of The Moot Society.
- (d) Once the aforementioned documents are verified and approved, the total amount shall be paid to a team member as nominated by the team in the reimbursement form (Annexure II) to receive the reimbursement amount. That member may then distribute the amount among the others through internal arrangement.

8. Removal of Difficulties

If any difficulty arises in giving effect to these rules, they shall be construed in the light of their ordinary meaning. The University administration may make such other provisions not inconsistent with these rules as appears to it to be necessary or expedient for removing any such difficulty.

9. Repeal and Continuation

The National Law University Odisha (Student's Participation in Moot Court Competitions) Rules, 2014 and any other rules purporting to govern the herein addressed matters hereby stand repealed on coming into effect of these rules. However, procedures not addressed by these rules shall continue to be governed by the procedure or practice already prevalent in the University.

ANNEXURE I – CALCULATION OF ACTUALS

Reimbursement amount shall be calculated on the basis of:

1. Registration fees as applicable;
2. Travel expenditure, to and fro;
 - AC 3 tier rail fare will be considered even if the team travels via any other mode of transportation. The team shall submit the flight tickets as proof of travel. Provided that, the fares of premium trains shall not be considered while calculating the travelling expenses.
 - In case of international travel, flight fare (Economy Class only) shall be considered for the reimbursement purposes.
3. Local transportation expenses, subject to a maximum of INR 1,000.
4. Expenses incurred during printing, photocopying and binding memorials and related matters subject to a maximum of INR 2,000.
5. Accommodation expenses –
 - a. National Moots - In cases where participants are required to arrive at the venue one day before the hosting University/institution commences providing accommodation, or participants are required to postpone their departure from the venue one day after the hosting University/institution ceases to provide accommodation, or in the case of any other exigency, hotel fare on approval by the faculty advisor, subject to a maximum of INR 1,000 per head for a maximum of two days.
 - b. International Moots - Accommodation expenses will be reimbursed in full, subject to Rule 3(b).
 - c. For competitions held in Cuttack/Bhubaneswar, reimbursement for accommodation shall not be provided.

ANNEXURE II- MOOT REIMBURSEMENT CLAIM FORM

(W.E.F. MOOTS COMMENCING FROM 11TH FEBRUARY 2020)

To,
The Registrar,
National Law University Odisha

Date:

Subject: **Reimbursement claims for Moot Competition.**

Respected Sir/Ma'am,

The following team requests you to consider the application for reimbursement of expenses incurred in moot competition.

Name of the Moot Competition:

Dates of the Moot Competition:

Category of the Moot Competition (National/International):

TYPE	PARTICULARS	EXPENSES INCURRED	AMOUNT CLAIMED
REGISTRATION FEES			
TRAVEL EXPENSES			
MEMO PRINTING AND BINDING			
OTHERS (IF ANY)			
TOTAL			
DECLARATION OF SPONSORSHIP (YES / NO)			
DECLARATION OF PRIZE MONEY (YES / NO)			

Team Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Position in the Moot Competition and/or achievement(s):

To support our claims, the following documents have been attached:

- i. Certified and Original receipt of payment of the registration fees and related rules;
- ii. Certified Copy of the travel tickets;
- iii. Certified and Original receipts of other amounts claimed;
- iv. 2 Certified Copies of participation and/or merit certificates.

We hereby request you to consider our request and do the needful.

Reimbursement amounts payable to

Name (Account Holder's Name):

Contact Number:

Account Holder's Name:

Account Number:

IFSC Code:

Bank Branch Address:

Declaration: We hereby declared that the abovementioned information is true and is claimed as per the provisions of NLUO Moot Reimbursement Rules 2020.

Thank you.

Yours faithfully,

Signature of the team members:

Signature of the Treasurer (TMS)

Signature of the Faculty Advisor (TMS)