



Completion of the following is required for individuals who are not employees, currently enrolled Hastings students or Board members of the University of California Hastings College of the Law and who are eligible to be reimbursed for travel expenses incurred in association with services provided.

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Independent Consultant Agreement between University of California Hastings College of the Law and \_\_\_\_\_, Consultant

University of California, Hastings College of the Law, ("Hastings") hereby retains \_\_\_\_\_ ("Consultant") whose address is \_\_\_\_\_ to perform services in accordance with the following terms and conditions:

I. CHARACTER AND EXTENT OF SERVICES

Consultant shall perform all of the duties as a panelist during \_\_\_\_\_ panel/conference/symposium.

To receive reimbursement for transportation acquired during the course of completing the above stated services, Consultant must attach original itemized receipts for such expenses.

II. PERIOD OF SERVICE AND TERMINATION

The period of service shall be on \_\_\_\_\_ date of panel/conference/symposium.

Either Hastings or Consultant may terminate the Agreement at any time by giving the other party written notice of such action.

III. COMPENSATION

Hastings will pay for Consultant's reasonable travel expenses including airfare, hotel accommodations and ground transportation as allowed by the College's travel reimbursement policy. Original and itemized receipts must be provided and attached to this form for reimbursement.

IV. WAIVER OF BENEFITS

Hastings and Consultant understand and agree that Consultant is an independent consultant, and not an employee of Hastings and that Consultant has no claim to employee benefits.

V. INDEMNIFICATION

Hastings and the State of California shall not be liable for any accident, loss, injury (including death) or damages, happening or occurring during the performance of this Agreement, to persons and/or property, caused in whole or in part by the intentional or negligent acts or omissions of Consultant, and Consultant will fully indemnify and protect Hastings and the State of California from and against same. In addition to the liability imposed by law upon Consultant for damage or injury (including death) to persons or property by reasons of intentional or negligent acts or omissions of Consultant, which liability is not impaired or otherwise affected hereby, Consultant hereby assumes liability for and agrees to hold Hastings and the State of California harmless and indemnify Hastings for any expense, liability, or payment by reason of any damage or injury (including death) to persons or property suffered or claimed to have suffered through any intentional or negligent acts or omissions of Consultant or anyone directly or indirectly employed by Consultant in the performance of this Agreement.

VI. INTELLECTUAL PROPERTY

All works created by Consultant, in whole or in part, during the term of the contract that relate to the subject matter of the Center's work and/or Consultant's services shall be deemed "works for hire" and shall be the intellectual property of the Center. "Works" includes any and all inventions, products, designs, discoveries, writing, literary works, original research, data compilations, art works, and website content. To the extent that any work is not deemed a "work for hire", Consultant hereby assigns all of his/her interests therein to the Center. Whenever requested to do so by the Center, Consultant shall execute any and all applications, assignments or other instruments that the Center deems necessary to protect the Center's interests therein. These obligations shall continue after the termination of this contract and shall be binding on Consultant's assigns, executors, administrators, and other legal representatives. If at any point Consultant wishes to use such works, Consultant shall request permission for use in writing from the Center and permission shall not be unreasonably withheld.

VII. APPLICABLE LAW

This Agreement shall be governed by the laws of the State of California.

VIII. NON-RESPONSIBILITY OF THE REGENTS

The Regents of the University of California, a public corporation, is not a party to nor is it financially responsible under this Agreement.

Dated: \_\_\_\_\_, 20\_\_\_\_
UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

David Seward
Chief Financial Officer

Dated: \_\_\_\_\_, 20\_\_\_\_
Approved as to Form:

Elise K. Traynum
General Counsel

Dated: \_\_\_\_\_, 20\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number or Federal Tax I.D. Number: \_\_\_\_\_

**UC HASTINGS COLLEGE OF THE LAW  
TRAVEL REIMBURSEMENT FORM**

<b>Section A. Traveler Information (Please Print or Type)</b>										
Name (Last, First)					Mailing Address (Street, Apt #, City, State, Zip)					
Social Security Number			Office Telephone Number		Department Name/Office Number			Position		
<b>Section B. Transportation Costs</b>								<b>Section C. Registration Fees</b>		
Shuttle/Parking/ Taxi/Tolls (1)	Airfare (2)		Other Modes (3)		Private Car (4) (Note: A current authorization form must be on file. See instructions for more information.)		Total Transportation Costs (5)		Prepaid by College (6):	Paid by Traveler (7):
\$	\$	Type Code:	\$	Miles Driven:	\$	License Plate #:	\$	\$	\$	
<b>Section D. Trip Information and Daily Expenses</b>								<b>Section E. For Fiscal Use Only</b>		
Departure Date (8):		Return Date (9):		Departure Time (10):		Return Time (11):				
Date (12) (MM/DD/YY)	Location (13) (City and State)	(Prepaid or Traveler Paid) Lodging (14)	Meals (15)	Business Expense (16):	NR Business Expense (17):	Total Daily Expenses (18):				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
		\$	\$	\$	\$	\$				
<b>Total:</b>		\$	\$	\$	\$	\$				
<b>Section F. Cost Center Distribution</b>				<b>Section G. Reimbursement Calculation</b>						
Account Number (19a)		Amount (19b)		(21) Total Gross Expenses:		\$				
		\$		(22) Less Prepaid Transportation:		<\$ >				
		\$		(23) Less Prepaid Registration:		<\$ >				
		\$		(24) Less Prepaid Hotel:		<\$ >				
		\$		(25) Less Travel Advance:		<\$ >				
<b>TOTAL(20):</b>		\$		(26) Total Reimbursement/Amount Owed:		\$				
<b>Section H. Purpose of Trip</b>				<b>Section I. Check Disposition</b>						
_____ _____ _____				Please check either "mail" or "pick-up". If no disposition method is indicated, the check will be mailed to the above address.						
				Mail: _____ Pick-Up: _____ E-Check: _____						
				Please call _____ at ext., _____ when check is available.						
<b>Section J. Authorization</b>				<b>Section K. Certification</b>						
Signature of Officer/Supervisor Approving Payment:				I certify that the above is a true statement of the travel expenses I incurred in accordance with existing travel policies of the College and that all items shown were for official College business.						
Signature		Date		Traveler's Signature		Date				

White: Fiscal Services

Yellow: Fiscal Services

Pink: Employee

Goldenrod: Budget Manager